

STUDENT TABLET/COMPUTER ACCEPTABLE USE POLICY

Student Authorization and Monitored Use

Faith Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to educating, encouraging and equipping them in 21st Century technology. To that end, we provide access to technologies for student, faculty, staff, and administration to use.

Only students who have been authorized by Faith Academy and who are under direct supervision of a designated Faith Academy employee are permitted to use a Faith Academy computer or to access any local network or outside telecommunications resources such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the Faith Academy Student Agreement form acknowledging their *responsibilities* and the *consequences of violation*. Permission slips will be in effect for the current school year and will be maintained by a designated staff member.

This **Acceptable Use Policy** outlines the guidelines and behaviors that students are expected to follow when using school owned computers or personal Tablets on the FA campus.

- The Faith Academy wireless network is intended for educational purposes.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Faith Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Students of the FA network or other technologies are expected to alert school faculty/administration immediately of any concerns for safety or security.

Using your Tablet/Laptop/Internet at School

Tablets may be used for educational purposes, i.e. to take notes, review Renweb, and conduct research as directed by the teacher.

Screensavers/Background photos

Students are to choose wallpapers for their Tablet/Laptop which are consistent with their commitment to love God and love others.

Photos/Videos

All technologies provided by or used at Faith Academy are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, we expect students to: use technology in a way that is safe, appropriate, careful and kind; make no attempt to get around technological protection measures; use good common sense; and ask questions if they need clarification of any possible areas of potential concern.

Students are NOT PERMITTED to take pictures or videos in class, locker rooms, hallways, restrooms, etc. without teacher permission. Disciplinary action will result if students choose to ignore this rule.

Sound/Music/Recording

On all Tablets/Laptop, sound will be muted at all times, unless permission is obtained from the teacher for instructional purposes.

Appropriate music may be used in class at the discretion of the teacher (i.e. reading time or homework time during class). All musical lyrics should be appropriate and positive. Teachers have the right to listen to determine if music is appropriate. Headphones will not be used during a test.

Gaming

Students are NOT PERMITTED to use gaming apps or websites during school hours unless teachers have given the student permission to access a particular game.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. Tablet/laptop malfunctions are not an acceptable excuse for not submitting work; therefore, students will back up all work. Students are encouraged to create a Dropbox account that will allow students a cloud storage system for files. Students can also email themselves documents to ensure that a particular document is saved in case of Tablet malfunction.

Network Connectivity

FA makes no guarantee that the school wireless network will be up and running 100% of the time.

Downloading Apps

Teachers may require students to download apps or content that have application to their specific course content. Teachers will email parents and/or discuss with students the required app/content. Middle School parents will be given notice so they can help their student download the app/content. Parents may be comfortable with students downloading their own apps/content.

Installing Software/Configurations

No student, teacher, or staff member is allowed to run or install any unauthorized software on their classroom computer or lab unit. (Unauthorized software is any software that has not been approved in writing by the Principal.) If use of unauthorized software causes damage to a computer the person responsible for the software being used shall be responsible for the cost of fixing or replacing the damaged computer.

Students are not allowed to change settings, configurations, or preferences on the computer units in the classroom or in the lab nor remove school hardware or software from the school premises without the administration's authorization.

Inspection

Teachers reserve the right to inspect a tablet/laptop or ask students to close particular apps or internet sessions. Disciplinary repercussions for violations of this **Acceptable Use Policy** are noted at the end of the document.

Web Access

Faith Academy provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored and web activity records will be retained indefinitely.

Students will understand and respect that the web filter is in place as a safety precaution, and will not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student will follow FA protocol to alert a school faculty/administration. Parents are encouraged to use the Tablet Settings function to limit or disable specific use of their student's Tablet.

Students will exercise caution and wisdom in NOT sharing personally-identifying information online.

Printing

Students are allowed to print only items that have been approved by a teacher. Printed items should involve only a reasonable amount of ink usage, i.e. students should not be printing pages

that are primarily all black or that are multi-colored unless absolutely necessary for the assignment.

Printers should not be used by students to make multiple copies of the same document. Only one copy of a document should be printed on a printer. Additional copies may be made on the photocopier.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, alert the Administrator immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Netiquette

Students are expected to use the Internet, network resources, and online sites in a courteous and respectful manner. Students must also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Students will use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – with the very real potential to be shared and spread in ways never intended or anticipated.

Plagiarism

Students will not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students will not take credit for things they didn't create themselves, nor will they misrepresent themselves as an author or creator of something found online. Research conducted via the Internet will be appropriately cited, with credit given to the original author.

Personal Safety

Students are ***strongly cautioned against sharing any personal information over the internet***, including phone number, address, social security number, birthday, or financial information, without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard their personal information, as well as that of others. Students should never agree to meet someone in person who they meet online, without parent or guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in immediate disciplinary consequences, and loss of Tablet/laptop/Computer privileges. In some cases, cyber-bullying is considered a crime. Remember: ***your online activities are monitored and retained.***

Parent/Guardian Responsibilities

Talk to your student about values and standards your student should follow when using the Internet just as you would on the use of all media information sources such as television, cell phones, videos, movies and music.

Examples of Acceptable Use

Students will:

- Never leave Tablet/laptops unattended and will know where their Tablet/laptop is at all times. Some form of permanent name identification will be placed on the Tablet/laptop itself to help with Tablet/laptop recovery, should it become lost or misplaced. Students will also provide a case for their Tablet/laptop, with name identification on the Tablet/laptop case also
- Use school technologies ONLY for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Give appropriate source credit when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect their own safety and the safety of others
- Help to protect the security of school resources
- NOT borrow a Tablet/laptop from another student or loan their Tablet/laptop to another student
- NOT remove a borrowed/school-owned Tablet/laptop from the secondary school building

This is not an exhaustive list. Students should use their own good judgment when using technologies in school. FA staff reserves the right to change the content of the above list at any time.

Examples of Unacceptable Use

- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial/commercial gain
- Participation in credit card fraud, electronic forgery or any other form of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Using another student's Tablet/laptop
- Listening to music with inappropriate lyrics
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing FA policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Gaming during class
- Messaging during class
- Attempting to find inappropriate images or content

- Engaging in cyber-bullying, harassment, sending sexually explicit photos, or disrespectful conduct toward others
- Trying to find ways to circumvent the school's safety measures and filtering tools
- Agreeing to a personal meeting with someone who was introduced to them online
- Using school technologies for illegal activities or to pursue information on such activities
- Attempting to hack or access sites, servers, or content that is not intended for student use

This is not an exhaustive list. Students should use their own good judgment when using technologies in school. FA staff reserves the right to change the content of the above list at any time.

Limitation of Liability

Faith Academy is not liable for the inappropriate use of electronic communication resources, violations of copyright laws, user's mistakes, negligence or costs incurred by users. Faith Academy is also not responsible for ensuring the accuracy or usability of any information found on the Internet.

Faith Academy will not be responsible for damage, harm or theft to student-owned Tablet/laptops. While Faith Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Faith Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

FA reserves the right to revise, add, delete and extend any of the policies and procedures pertaining to the Tablet/laptop and its use at any time. Students and their parents will be notified of any of these changes by email.

Violations of Acceptable Use Policy

Violations of this *Acceptable Use Policy* may have disciplinary repercussions, including but not limited to:

- Teacher/Administrator disciplinary counseling and/or consequences
- Suspension of network, technology, Tablet/laptop or computer privileges
- Notification of parents
- Conference with parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution