STUDENT INTERNET ACCEPTABLE USAGE POLICY

INTERNET SAFETY & RESPONSIBLE TECHNOLOGY USE

In this day and age, cell phones have capabilities that are almost limitless - with smart watches following close behind. It is common for the average household to have one phone per member, and now smart watches are being designed specifically for children. Technology is no longer limited to the few; technology is now a natural part of everyday life and learning - including in the classroom.

As technology advances, PHCA promotes and integrates technology and the Internet into its educational program. Integration is seen through various web-based programs, the PHCA curriculum that includes ebooks and electronic devices, as well as activities, projects, and/or research directed by instructors. Technology and the Internet system provide electronic access to a broader range of information and the ability to communicate with people throughout the world.

Along with these privileges comes **RESPONSIBILITY**. The use of technology and access to the Internet is subject to instruction and supervision. PHCA will ensure that all students and staff receive instruction through the Student Internet Acceptable Usage Policy (AUP). PHCA's responsibilities include the establishment of reasonable boundaries of what is considered acceptable use of the Internet. PHCA cannot be responsible for direct one-on-one supervision of each individual student while they are using the Internet, however instructors will provide supervision and monitoring throughout the room while students are on the Internet. It is possible, however, that students may accidentally or deliberately access inappropriate material. In either case, both actions will be addressed accordingly. We ask that parents also spend time with your children and discuss responsible behavior when using technology.

PK THROUGH 2ND GRADE: Parents should know and understand the Student Internet AUP so they are aware of the guidelines PHCA has set in place. Safety, responsibility and rules of using the Internet will still be explained at their age-appropriate level. Internet access for Preschool to 2nd Grade students is teacher directed with selected sites that minimizes the possibility of being exposed to or entering inappropriate sites. However, if a student deliberately and knowingly violates the rules of accessing unauthorized or inappropriate Internet sites, they will lose their Internet privileges at school.

3RD THROUGH 12TH GRADE: Students and parents are responsible for knowing and following the information provided in this document. Policy and expectations are directed towards Internet use and also apply for in-person activities.

♦ School Use of Electronic Devices for Educational Purposes
a. Students must have staff permission in order to use any electronic devices on PHCA/CCPH property.
b. Students will be instructed on appropriate use of electronic devices provided by PHCA and are expected to follow all rules for internet use and access.
c. Personal electronic devices (i.e. cell phones, smart watches, tablets, etc.) using cellular data, WiFi, etc. may not be used on campus. Devices must be powered off and put away. Smart Watches may be used if only time feature is enabled.
d. EXCEPTION: Students may use personal electronic devices to fulfill a classroom assignment (i.e. Science Fair) with permission from authorized PHCA staff. This will be on a case-by-case basis and will not be on-going permission.
e. Electronic devices must be utilized as directed to fulfill classroom assignments.
f. Students must check any files or travel drives for viruses before retrieving or opening them on school devices.

♦ Personal Safety
a. Students should never post or reveal personal contact information about themselves or others (name, phone#, photos, address, including PHCA).
b. Students should never agree to meet with someone they have met online without their parent's approval and participation.
c. Students will promptly notify staff of any digital content on school issued devices that are inappropriate and/or make them feel uncomfortable.

♦ Hacking, Illegal Activities and Other Important Rules
a. Students will not use PHCA/CCPH electronic devices to download apps or post on any blogging site or other social networks (FaceBook, Instagram, etc.) or other sites where the public freely posts personal information or photos.
b. Students should not attempt to go around security systems or policies that are in place or allow anyone else to do so with the school-issued devices.
c. Students will not make deliberate attempts to disrupt our network or attempt to destroy data by spreading viruses/worms by any means.
d. Students will not use the Internet to engage in any illegal act (i.e.,drug sale, threatening the safety of a person, gambling, pornography, crime, etc).
e. Students will not be asked or expected to make any purchases online. Parents are financially responsible for any purchases students make on the internet.
f. On occasion, students may be given permission to play online games that require user accounts (i.e.,Webkins, Neopets) that have already been established at home with parents. Account information should not be shared.
g. Students should not send or post photos, videos or text of other PHCA students or PHCA/CCPH staff by personal or school devices (Internet, cell phone, email, etc) that identifies them or connects them to PHCA without permission by all parties involved. See *Inappropriate Media, Text, Photo, Mimes, Video or Audio (Item e, p. 3)*.

◆Plagiarism and Artificial Intelligence

a. Reproduction of copyrighted material without explicit permission is prohibited.
b. Plagiarism - using another's ideas or words as if they were your own, is prohibited and appropriate "referencing" protocols must be used. Students must cite authors or source of information, including sources from the Internet.
c. Students may not access Artificial Intelligence (AI) content generators, ChatGPT, web-based calculators, etc. to gain answers during tests or assessments.
d. AI, ChatGPT or other AI language generators may be used as a resource to gain ideas, however essays, projects, etc. completed by an AI generated program will not be accepted. Although AI may not be considered plagiarism, it is definitely not considered a student's own work.
e. Papers, essays, reports, etc. completed by AI or taking tests/quizzes with the assistance of AI will have the same consequences as cheating or plagiarism.

◆Inappropriate Media, Text, Photo, Mimes, Video or Audio

a. Students will not email, post, text, airdrop, etc. any obscene, profane, lewd, vulgar, inflammatory, racist, threatening, or disrespectful content.
b. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
c. Students will not harass another person via electronic means (texts, emails, etc). If you are asked by a person to stop unwelcome messages, you MUST stop.
d. Students will not knowingly or recklessly email, post, text, airdrop, etc. any false or defamatory information about a person or organization. It's against the law!
e. Action will also be taken against students who post media as described in this section that includes and identifies PHCA in any way (logo, landmark, etc.).

◆Inappropriate Access to Material

a. Students who mistakenly access inappropriate information or websites, should immediately tell their teacher.
b. Parents should also instruct you if there is additional material (specific online games, etc.) that they think is inappropriate for you to access.

◆Rights as a Student using Electronics

a. You should expect only limited privacy for the content of any files on school-issued devices, emails, chats, etc. whether composed at home or PHCA.
b. Routine maintenance and monitoring may lead to discovery that you have violated the policy or law. An individual search will be conducted if there is reasonable suspicion that you have violated the policy or law. PHCA also reserves the right of Search and Seizure (PSH p. 55) as needed.
c. Parents as well have the right at any time to request to see the contents of student drives, electronic devices, Google Classrooms files that belong to student, or sites in which you may have an account.

◆Disciplinary Process

a. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
b. In the event there is a claim that a student has violated this policy, they will have the opportunity to be heard by authorized personnel.
c. Students that have violated policies will be banned from, or have restricted access to the Internet and/or PHCA issued devices. Parents/Students will be required to provide their own personal devices at home to access the Internet for any projects or assignments requiring such research.

◆Limitation of Liability

a. PHCA makes no guarantee that functions or service will be error-free or without defect.
b. PHCA will not assume responsibility if a student causes harm to themselves, another person or organization as a direct result of using the Internet or PHCA provided devices.
c. PHCA will not be responsible for any losses sustained by users resulting from the Internet. Losses could involve loss of data, interruption of services, or reliance on the accuracy of information maintained or accessed through the system.
d. Parents will be held financially responsible for any harm to the network as a result of student's intentional misuse.

◆Network Etiquette/Netiquette

a. Students are expected to learn and abide by generally accepted rules of Internet network etiquette: common courtesy, politeness, and the avoidance of vulgar language, etc.
b. Students should not assume that a sender of an email is giving his or her permission to forward or redistribute the message to third parties or to give his/her email address to third parties.
c. Students should report any online "bullying" on a PHCA/CCPH device to a teacher immediately.

◆Students and Parents/Guardians are Required to Sign Annually:

a. Agreement of terms (Student AUP) and iPad or Laptop Usage Rules/Policies
b. Parent's agreement to release the school of any damages caused from their child's misuse of equipment.

Parents are encouraged to monitor home use of all electronic devices that access the Internet. Problems arise when students spend unnecessary lengths of time on the Internet, post on social media/public forums or are unaware of the guidelines/laws regarding cyber-bullying. If a PHCA student openly identifies him or herself as the perpetrator and publicly (via public forums, social networks, etc.) or privately (through personal text, voicemail, or email service, etc.) cyber-bullies or posts derogatory or threatening information and photos against another PHCA student or staff member, the violator may face administrative action from the school. In such cases, students may also be referred to the local authorities for further action.