



**Edgewood Academy  
Acceptable Use of Technology  
Grade 6-12  
2015-2016**

**General Statement of Policy and Educational Purpose**

Technology offers a multitude of global opportunities, and one objective of Edgewood Academy is to encourage and facilitate appropriate student access to those opportunities. Our goal in this is to enhance the educational development of our students. EA provides the privilege of access to its computer network, technology tools, and the Internet for educational purposes only. This access will be available to students as long as they use it in a responsible, efficient, courteous and legal manner. Misuse of this privilege may lead to discipline of the offender.

All school Internet use is filtered and monitored at all times.

The guidelines stated in this policy apply to any and all student use of electronic devices on the EA campus or for EA assigned work, regardless of ownership of the device.

**Terms of Use**

Students will adhere to these guidelines each time a device is used on the EA campus or for EA assigned work.

Students will:

- Make sure student-owned devices are fully charged and ready to use for an entire school day. Students must not assume that they will be able to use a charger at school.
- Assume responsibility for keeping student-owned devices safe and secure at all times. Notify administration immediately if a device is lost, stolen or damaged.
- Ensure that device-location services are enabled on all student-owned devices for the iPad, should it become lost.
- Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Students will never use any form of electronic communication to harass, frighten or bully anyone. Speech that is not appropriate for class is not appropriate in technology-enabled communication. Any misbehavior is to be reported to administration immediately.
- Protect their own and others' private information. Students will not share last names, user names, passwords, home addresses, telephone numbers, or other identifying information in online public forums. Students will not share their user names and passwords with anyone. Teachers may have access to student login information for assistance purposes only.
- Use all technology equipment carefully and not damage, change or tamper with the hardware, settings or the network.
- Memory space is limited (regardless of the model of iPad owned). Your use of your iPad presumes that you understand that academic content takes precedence over personal files and

apps, and personal files and apps must be removed if space limitations require it for completion of academic projects.

- Obey copyright laws. Students will always give credit for using someone else's words, images or ideas. Not giving credit for using work found online is a form of plagiarism and will be treated in the same manner as other incidents of plagiarism. When possible, students will obtain permission before using someone else's work. Students will not install, save, or transmit illegal copies of programs or files. This is commonly known as "pirating" and is strictly prohibited.
- Print only when and where the teacher tells them.
- Independently back up data and other important files regularly. Lost or damaged data is not the responsibility of EA.
- Make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on devices or networks that are school-owned are not private.
- Understand that their school-issued Google Apps accounts are school-owned and therefore subject to periodic and arbitrary monitoring by EA Administration. This includes, but is not limited to, the following apps within the Google Suite that may be associated with a edgewoodacademy.org address: Gmail, Google Drive, Google Sites, Blogger, YouTube, Calendar, and Groups.
- Use protective covers or cases while operating any student-owned device on EA campus.
- Set passcodes on their devices to prevent others from misusing them. If requested, students must provide their passcodes to EA administration to allow access to verify compliance with the EA Acceptable Use Policy.
- Turn off cellular data access on student-owned devices while on campus, if applicable. Student-owned iPads must be connected to the EA network while on campus. Using any student-owned device as a wireless hotspot is strictly prohibited.

Students will not:

- Subvert or circumvent the EA network rules, proxies or filters.
- Download and/or install any programs, files or games onto any school-owned devices unless permission is granted by a teacher or administrator.
- Change the device name or otherwise modify the EA profile.
- Engage in gaming activities during instructional times.
- Create, view, send or display inappropriate pictures, videos, text or websites. Any misbehavior is to be reported to school personnel immediately.
- Use the camera, video camera, or microphone to take or share pictures, recordings, or videos of people or events without permission from the specific individual or responsible party.
- Post videos, pictures, or recordings of EA or students, activities, and events on the internet in a public forum without the express permission of the teacher and/or administration.
- Use the camera and microphone on EA property unless permission is granted by a teacher or administrator.
- Use technology devices to cheat on schoolwork.
- Change, delete, or move anyone's work besides their own.
- Use any electronic device at school or any e-mail account other than their EA-issued account without expressed teacher permission.
- Modify or remove the Apple operating system. This refers to the process commonly known as "jailbreaking", and is strictly prohibited.

## **Profiles and Filtering**

EA's website filtering program limits on-campus student access to content available through an Internet browser. When connected to EA's Wi-Fi network, student devices will be protected by a filter so that content from Internet browsers will only include educationally appropriate materials.

## **Monitoring**

Edgewood Academy reserves the right to inspect any device in use by a student on the EA campus, without prior notification. If a student is found to be in violation of any of the guidelines expressed here, EA further reserves the right to enforce appropriate consequences. Such consequences could include, but is not limited to, losing the privilege of using an EA device or student-owned device on campus.

Students are to report any known violations of this Acceptable Use Policy to appropriate EA teachers or administrators.

EA takes no responsibility for unauthorized student activities that take place while not on campus, nor does EA take responsibility for unauthorized materials students store on the devices, the EA network, or within an EA-issued account.

## **Compliance**

EA encourages use of its technology resources to further sound educational aims and expand the options of students to facilitate the pursuit of knowledge.

If misused, Edgewood Academy reserves the right to confiscate and search any iPad to ensure compliance with this Acceptable Use Policy. Violations of any of the provisions of this Acceptable Use Policy may result in a loss of access as well as other disciplinary or legal action as determined by the honor code, EA administration, or legal authorities.

## **Parent Responsibility**

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are responsible for monitoring their students' use of technology, including student access of EA resources from home or a remote location.

EA recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources. It is further recommended that parents purchase an extended warranty for their student's device that covers loss or damage.

To Students and Parents:

Please complete the Agreement on the following page and return to the Homeroom Teacher.

2015-2016 EDGEWOOD ACADEMY'S TECHNOLOGY AGREEMENT

I have read or had explained to me and understand this Acceptable Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print)\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

I have read and understand this Acceptable Use Policy, and have discussed it with my child. I give permission for my student to have access to the described electronic resources and agree to EA's terms for the use of those resources.

Parent/Guardian Name (please print):\_\_\_\_\_

Parent Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_