

FAYETTE ACADEMY RESPONSIBLE USE POLICY

INTERNET, TECHNOLOGY AND NETWORK RESPONSIBLE USE POLICY/PROCEDURE STUDENT, FACULTY, & STAFF

Internet access is available to students, faculty and staff at Fayette Academy. We believe the internet offers vast, diverse, and unique resources. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication in support of our curriculum.

This policy is established to govern use of school technologies, including computer networks, connections, resources, internet, and devices. The policy applies to technology users on and off campus and all devices that connect to the network. This is not intended to be an all-inclusive list but a clarification of expectations.

The benefits of having access to the internet are invaluable providing availability to the latest educational advancements. With this opportunity comes the responsibility of selecting materials that enhance the learning environment in a constructive meaningful way. Even though a content filtering device is on our network through a monitored firewall some unsuitable material may still be accessible. Misuse can come in many forms, but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. The only internet that students may access from Fayette Academy is the filtered internet that the school provides. Use of the internet, technology resources and our network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action. Teachers shall make reasonable efforts to supervise student use of the internet and ensure usage is appropriate.

Appropriate Internet, Technology and Network Usage & Social Media Guidelines

Network etiquette includes but is not limited to the following:

- Do not reveal your own personal information, address, or phone number or those of other students or colleagues.
- Keep your password private.
- Use appropriate language and show consideration and respect for others at all times.
- Be aware of what you post online and how it reflects on your permanent digital footprint. Disagreeing with other's opinions can be done with a respectful tone.
- Do not use offensive messages, pictures or suggestive statements.
- Do not use threatening, intimidating, hurtful or harassing communication. Cyberbullying will not be tolerated.
- Users may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
- Do not use technology to steal. Do not illegally copy software or resources, do not use resources without authorization, or plagiarize the intellectual property of others.
- Cite all quotes, references, and sources and always follow copyright rules and laws.
- Be mindful of the rights of other network users. Do not violate the privacy of other users.
- Do not use the network in any way that would disrupt its operation or that would interfere with another user's work and abide by the policies and procedures of each network.
- Do not knowingly or negligently transmit viruses or malware or any other programs that will degrade or disrupt the network, information, or devices

FAYETTE ACADEMY RESPONSIBLE USE POLICY

- Do not use proxies or other resources to circumvent Content Filtering. Disabling, reconfiguring, or circumventing the content filter is a violation of school policy. Content Filtering provides protection to the user and device, but the user is responsible for accessing appropriate material online. Fayette Academy shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.
- Printing is a privilege and should be used for educational purposes only as directed by the instructor.
- Always think about the social consequences of what you do on the network and internet and its lasting impact.

Prohibited or illegal activities, including, but not limited to:

- ✦ Sending or displaying offensive messages or pictures
- ✦ Using obscene language
- ✦ Harassing, insulting, defaming or attacking others
- ✦ Damaging computers, computer systems or computer networks
- ✦ Hacking or attempting unauthorized access
- ✦ Violation of copyright laws
- ✦ Trespassing in another's folders, work or files
- ✦ Intentional misuse of resources
- ✦ Using another's password or other identifier (impersonation)
- ✦ Use of the network for commercial purposes
- ✦ Buying or selling on the Internet

Terms of Use

- Among the vast resources on the internet are some materials that are not suitable for viewing in a school environment. It is prohibited to locate materials that are illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of internet access and may lead to other disciplinary actions.
- Mobile technology is for instructional purposes only and should be used in a responsible and ethical manner.
- All apps or downloads must have educational purposes.
- Use of personal 3G, 4G, or other wireless connection is not supported on school property and the school is not responsible for content accessed.
- Users of any technology are expected to alert school administration immediately of any concerns for safety or security.
- All MacBooks and iPads will be returned during the final week of school so they can be checked for serviceability.
- If a student, educator, or staff member transfers or is suspended the mobile device must be returned to the instructor/administrator who issued the device.
- Users are responsible for a \$50 insurance premium each year. If the device is physically damaged there is a \$50 co-pay for the first incident unless caused by neglect*. Fayette Academy insurance will assume the remaining financial responsibility for any physical damage or loss that is not covered by Apple Care for the FIRST offense.
- Further damages to the mobile devices will cause Fayette Academy to charge the user half of the repair cost(s) for the SECOND offense. Any subsequent damages, loss, or neglect will be the full responsibility of the user.
- Fayette Academy reserves the right to repossess any mobile devices at any time if the user does not fully comply with all terms of this agreement.

FAYETTE ACADEMY RESPONSIBLE USE POLICY

- Security of the device is the responsibility of the user and must be in a secured location when not in use.
- Additional guidelines may be added or changes may be made during the school year by Administration.

Care of Devices

1. Never attempt to repair the device. Under no circumstances are users to attempt to open or tamper with the internal components of the device and do not allow 3rd party service people to handle the device. All repairs will be handled through the Technology Department.
2. Never attempt to “jailbreak”, hack into, reconfigure or reset the device.
3. Devices should always be in the protective cases.
4. Devices in need of repair must be reported to the instructor who issued you the device or the technology department.
5. Do not write, draw, paint, place stickers/labels or otherwise deface your device. Remember these devices are the property of Fayette Academy
6. Never put weight on the device –do not stack other items on top of it.
7. Liquids, food, and other debris can damage the device. Do not eat or drink while using the device.
8. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your device. When disconnecting, reverse the process.
9. It is the student’s responsibility to ensure work is not lost due to mechanical failure or accidental deletion. All work should be backed up. Students are responsible for keeping their MacBooks charged (at home – at night). A dead battery is not an excuse for late or missing work.
10. 1:1 devices should have a passcode or password for data protection and should be kept private.
11. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen. You may clean touch screen with a lightly (not wet) lint free cloth. Wash hands frequently when using tablet devices to avoid build-up on the touch pad.
12. Printing will be on a limited basis as needed for educational purposes and at the discretion of the instructor.
13. Keep all passwords private. You are responsible for your own accounts.
14. It is the responsibility of the student to ensure that the device is secured in a locker with a lock or other safe location when not being used.
15. Sound must be turned down unless necessary for the assignment and student-provided headphones or earbuds may be required for some assignments.

Use of Fayette Academy Devices IF allowed to go home

1. Devices are required to be brought to school each day with a fully charged battery. Students leaving devices at home will be required to complete alternate assignments at the discretion of the teacher.
2. Ipads will be stored and charged on carts provided at the school. They will be sent home at the discretion of the teacher.
3. A dead battery or not bringing the device is not an excuse for late or missing work.
4. Use of mobile devices in classes is at the discretion of the teacher. Student misuse will be disciplined according to the school student handbook.
5. Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time and never leave your device in a vehicle or outside.
6. DO NOT loan your mobile device to anyone, other students, family members, etc.

FAYETTE ACADEMY RESPONSIBLE USE POLICY

Lost, damaged, or Stolen Devices - Immediately report to instructor or administrator

1. If Stolen – FIRST - Attempt to locate device on cloud based location program.
 - a. Report incident to law enforcement and file report.
 - b. Immediately report incident to Technology Director.
2. If Lost – FIRST - Attempt to locate device on cloud based location program.
 - a. Physically hunt device in all known locations where user has been.
 - b. Immediately report incident to Technology Director
 - c. Assessment and determination of situation will be made.
 - d. Request for cost of replacement could be made to the user.
 - e. User will be provided an alternate means by which work can be completed.
3. If Damaged -
 - a. User must provide, to the instructor or administrator, a detailed description of the damage, how the damage occurred, and how the damage is impacting the functionality of the device.
 - b. Report the incident to Technology Director and provide a copy of the damage assessment.
 - c. Assessment and determination of situation will be made.
 - d. Users are financially responsible for the loss or any damage to the device and are responsible for the cost of repairs or replacement as indicated under the “Terms of Use” section. Request for cost of replacement could be made to the user if negligence is determined.

E-Mail & Third Party Accounts

Fayette Academy partners with Google for Education to provide e-Mail accounts, which include apps and cloud storage. These accounts are in compliance with The Children’s Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA) and no student personally identifiable information is revealed to users outside the school district. AppleID and other accounts as necessary for educational purposes will be set up in accordance with these regulations. E-Mail accounts are filtered, monitored, and archived.

Disclaimer

Users are expected to understand and abide by the acceptable use guidelines set forth by Fayette Academy. Fayette Academy makes no warranty, expressed or implied, regarding the use of the internet. Fayette Academy shall accept no liability or legal responsibility for any damage which may arise from the use of the internet in violation of these guidelines. Use of any information obtained via the internet is at the user’s own risk. There is not an expectation of privacy while using Fayette Academy technology.

Technology Agreement

It is Fayette Academy’s expectation that all network user access and device usage will be in a responsible manner. All electronic communications, including email and internet communications should conform to the school district’s acceptable use policies. Users shall have no expectation of privacy when using Fayette Academy’s technology. Any email or computer application or information in school technology is subject to monitoring by the staff and/or administration. All mobile devices will be labeled and can be identified by record of serial number and school label.

FAYETTE ACADEMY RESPONSIBLE USE POLICY

Responsible Use Policy Signed Agreement

- I have read and understood this Responsible Use Policy and agree to abide by it
- I have read and discussed the Responsible Use Policy with my child/guardian

STUDENTS AND EMPLOYEES

I understand that any violation of the above policies may result in the loss of my network and/or device privileges as well as other disciplinary action. As the parent or legal guardian of the student signing below, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet.

Date

School

Homeroom or 1st period Teacher

Student/Employee Printed Name

Student/Employee Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

- I have wireless Internet access at home
- I DO NOT have wireless Internet access at home

PERMISSION TO PUBLISH

Publishing may include: School Web Page, Classroom activity or project, Club activity or event, Name on Team Roster and Statistics, Name in Article, Name associated with awards or accomplishments, Picture, and Other appropriate usage as deemed by teacher sponsor. No home address or telephone number will appear on the site.

- I grant permission for my child/guardian's image to be used in websites, broadcast and print media
- I DO NOT grant permission to publish information involving my child/guardian

Parent/Guardian Signature: _____ Date: _____

This signature page must be filled out completely, detached from the policy and turned in to the school. The Technology user must retain the attached policy.

This policy is to be reviewed annually