

## FREEMAN ACADEMY 2019-20 ACCEPTABLE USE OF TECHNOLOGY POLICY

We are pleased to offer our students access to computers, network, and technology for educational purposes. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While we have preventative measures in place to prevent students from accessing these types of materials, we cannot guarantee that filtering software will in all instances successfully block access to inappropriate materials.

**Freeman Academy is not liable or responsible for: any information that may be lost, damaged, or unavailable due to technical or other difficulties; the accuracy or suitability of any information that is retrieved through technology; breaches of confidentiality; or defamatory material.**

**Access to school technology is a privilege, not a right, and entails responsibility.** The school's electronic network is part of the curriculum and is not a public forum for general use. Students are responsible for good behavior on school computer networks. Communications on the network are often public in nature; the network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. **Student signature and parent/guardian signatures are required.**

Misbehavior could result in temporary or permanent loss of access to the Internet or e-mail privileges. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

**Any action by a student that is determined by their classroom teacher or the system administrator to constitute an inappropriate use of the Internet may result in the student's loss of computer privileges.**

### ACCEPTABLE USE:

The following guidelines apply to computer/Internet use at Freeman Academy:

1. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet/e-mail, you **must** notify the Head of School.
  - Do not use another individual's account. **Password sharing is strictly prohibited.** If you feel someone has accessed your account it should be reported immediately to the Head of School and a new password will be issued. The user will be held personally responsible for all activity on their account.
  - Attempts to login to Internet as a system administrator will result in cancellation of user privileges.
  - Any user identified as a security risk or having a history of problems with other computer systems will be denied access to Internet.
2. **Vandalism** – Vandalism will result in cancellation of privileges.
  - Vandalism is defined as any malicious attempt to harm or destroy hardware, software or data. This includes, but is not limited to, the uploading or creation of computer viruses. Programs that infiltrate computing systems and/or damage software components are prohibited.
  - Damage or destruction of school owned hardware, through non-typical usage, will result in an assessment of cost to repair or replace the device.
3. Use of the Internet/e-mail for private, commercial, financial gain, or illegal activity is prohibited.
4. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients must not be transmitted or accessed.
5. Anonymous and/or false communications are not allowed.
6. Students are prohibited from scanning images, downloading files or printing materials without the permission of school personnel. This applies to software, graphics and images, as well as text.
7. Students must not attempt to "customize" or "personalize" any of the Internet software on the computers.
8. Real-time messaging, online chat and outside email programs may only be used with the permission of the class teacher.

9. Students must never give out any personal information such as their name, age, gender, address, telephone number or parent's name.
10. Students must always tell a teacher if they come across any information that makes them feel uncomfortable.
11. Food and drink are not allowed in the computer labs.
12. Students are not to use the computers without teacher supervision and/or teacher permission.
13. Forwarding unconfirmed or non-educationally related e-mail messages is prohibited.
14. Use of sites selling term papers, book reports and other forms of student work is prohibited.
15. Users are responsible for reporting any inappropriate material they receive.
16. Users have the responsibility to cite and credit all Internet material used.

## **FREEMAN ACADEMY 2019-20 PERSONAL MOBILE COMPUTING DEVICE POLICY**

The purpose of this document is to inform parents, guardians and students of the rules governing the use of personal mobile computing devices/network devices while on or near school property, in school vehicles and at school-sponsored activities, as well as the Freeman Academy's technology resources via remote access.

**A personal mobile computing device is any student-owned, electronic, handheld device including, but not limited to, mobile phones, smart phones, PDAs (Personal Digital Assistants), tablets, mp3 players (ex. iPod), and navigation devices.**

### **Using Freeman Academy Resources**

The information systems and Internet access available through Freeman Academy are available to support learning, enhance instruction, and support school system business practices. The use of Freeman Academy's network is a privilege, not a right. Users should not do or attempt to do anything that might disrupt the operation of the network or equipment or interfere with the learning of other students.

The school may restrict or terminate any user's access without prior notice, if such action is deemed necessary to maintain computing availability and security for others. Freeman Academy implements Internet filtering and will continually educate students on personal safety practices while using the Internet.

Personal mobile computing devices will be permitted during the school day to support instruction. **Device use is permitted with teacher discretion and prior staff approval.** The use of student-owned devices is restricted to instructional activities under the supervision of a staff member. Students using personal mobile computing devices must follow Freeman Academy's Acceptable Use of Technology Policy while on school property, attending school-sponsored activities, or using Freeman Academy's network. **Personal texting and phone calls are prohibited during school hours, with the exception of during lunch break.**

Freeman Academy is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day. Freeman Academy is also not responsible for the maintenance or configuration of personal mobile computing devices. Maintenance and charging are the responsibility of the student to be completed at home and not at school during instructional times.

### **Student Use of Personal Mobile Computing Devices**

1. All personal mobile computing devices must be pre-approved and registered with the school.
2. Pre-approved devices shall be used solely for instructional purposes in the classroom at the teacher's discretion.
3. Students shall be responsible for adhering to the technology use expectations as outlined in the Acceptable Use of Technology Policy.
4. Users are prohibited from accessing portions of the Internet inconsistent with the educational mission of Freeman Academy.
5. Appropriate virus-checking software must be installed, updated, and made active prior to any personal mobile computing device being placed on the Freeman Academy network.

6. It is a privilege for students to use their personally owned device at school, and this privilege may be taken away if students act irresponsibly or violate school policy.

**Procedure for Device Registration**

1. The Personal Mobile Computing Device Permission Form is required for any student's personally owned device brought onto the Freeman Academy campus.
2. Registration of the device does not grant permission for the device to be used at school. The classroom teacher allows/disallows the use of these devices and they may only be used for instructional purposes.