



# St. Cyprian's

— *Episcopal School* —

## Responsible Use Guidelines for Technology

Our staff and students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, communication and collaboration that we see in today's global economy.

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. With the ability to use technology comes responsibility. It is important that you read and discuss the District Responsible Use Guidelines, ask questions if you need help in understanding them, and sign the agreement form. It will be your responsibility to follow the rules for appropriate use. Irresponsible system use will result in the loss of the privilege of using this educational and administrative tool. Please review the leveled-guidelines following this document which breaks down in greater detail responsible use expectations for elementary and upper grade, students in the areas of Internet Safety & Security, Digital Citizenship, and Research & Information Literacy.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While SCES will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. These responsibilities can extend beyond the school grounds when working on district platforms and systems from home. The school is not responsible for students who bring their own internet connectivity via air-cards or data-plan on a mobile device.

### **RESPONSIBLE USE AND DIGITAL CITIZENSHIP**

Any use described below is deemed "responsible" and consistent with the SCES Responsible Use Guidelines for Technology. The final decision regarding whether any given use of the network or internet is acceptable lies with the Head of School or designee.

- Use is mainly for educational purposes, but some limited personal use is permitted. Remember that people who receive email from you with a District address might mistakenly infer that your message represents the District's point of view).
- Use furthers the educational and administrative purposes, goals, and objectives of SCES.
- Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
- Use furthers research related to education and instruction
- Use does not violate the student code of conduct or employee standards of conduct.
- Use of appropriate online names as well as use of polite and appropriate language/content on all online posts.
- Use of websites, content, and media is properly cited with respect to copyright.

### **UNACCEPTABLE AND IRRESPONSIBLE USE**

Any of the following uses is deemed "unacceptable and irresponsible" and a violation of the SCES Responsible Use Guidelines for Technology. This list does not include all possible violations. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Head of School or designee.

#### **Disciplinary action may be taken for unacceptable and irresponsible use of the network or Internet.**

- Unauthorized use of copyrighted material, including violating district software licensing agreements
- Posting of videos or photos without permission of the individual or group.
- Sending or posting messages and/or content that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or intended to bully
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
- Use of school technology resources to encourage illegal behavior or threaten school safety
- Use of any means to disable or bypass the district's Internet filtering system or other security systems
- Attempting to destroy, disable or gain access to district technology equipment, district data, the data of other users, or other networks connected to the district's system, including uploading or creating computer viruses
- Encrypting communications or files to avoid security review
- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations
- Forgery of email messages or transmission of unsolicited junk email
- Use related to commercial activities or for commercial gain
- Use that violates the student code of conduct or employee standards of conduct,

- or is unlawful
- Wasting school resources through the improper use of the computer system

### **CONSEQUENCES FOR INAPPROPRIATE USE**

One or more of the following consequences may be imposed:

- Suspension of access to the system Revocation of the network or online account(s)
- Removal of device access
- Other action, including disciplinary action, in accordance with Board policy and/or the Student Code of Conduct (as applicable) SCES Responsible use Guidelines for Technology

### **INTERNET SAFETY & SECURITY**

Go Places Safely: The internet can be a great place to discover and visit far-away places to learn new things. Staying safe online is similar to staying safe in the world. Students will choose safe, age-appropriate sites with the guidance of their teachers.

Staying Safe Online: SCES has filters in place to help steer students clear of inappropriate content; however, students may encounter some inappropriate information. Students will contact their teacher if they encounter a website that could be inappropriate.

Communicating Safely Online: There are many great ways to collaborate online. Either via discussion boards, posts, comments, chat, email, etc. With that collaboration, comes caution. Students will not do any of the following:

- Post private information (such as full name, address, phone number, etc) without the permission of a trusted adult;
- Share passwords or usernames;
- Post negative or harassing comments.

Digital Citizenship: The internet is a powerful community of connected people. That connection requires levels of responsibilities to one another. Part of being a good digital citizen is using technology in a responsible, appropriate way. Below are some specific areas to address with elementary-age children.

Email Etiquette: Students may have access to a school email account after receiving basic training on email etiquette. Please know that all email can be viewed by teachers, administrators or parents. Email should be written with thought of the audience and purpose. Abuse or misuse of district email may require disciplinary action.

Commenting Responsibility: Students will be able to make comments on age-appropriate websites or collaborative online workspaces. These comments, like anything else on the internet have a certain amount of digital permanence. Students will display respect and thoughtfulness online by not posting comments that are negative, inappropriate, or personal about others or themselves.

Digital Footprints: Information you post on the internet can affect your future. The internet can be a powerful collaborative tool, but any information you post on it is accessible by anyone. If you have a question about posting something, you should always consult with your teacher or parent before posting.

Digital Ethics: Students will use the internet and digital tools to produce content for the classroom. Students will not present the work of others as their own work (known as plagiarism) There may be times when other students have left their own work on a computer or that students will collaborate on a digital project. Students will not delete or damage other students' work intentionally. Students will ask for permission prior to posting videos or photos of other students and staff. When working on projects or any other work with online resources, students will follow copyright and creative commons laws.