

Academy of Dover Charter School Technology Acceptable Use Policy (AUP)

Introduction

Technology is used at Academy of Dover to support teaching and learning. Users of the school's computers and networks are responsible for their actions. The use of technology in the school must be consistent with the academic goals of the school. Access to the technology is given to students who agree to act in a considerate manner and follow the school rules and the state of Delaware Acceptable Use Policy when using the system. Computer files and network storage areas will be treated as other school property. System administrators and school staff may monitor or review files and communications to maintain system integrity and to ensure responsible system use. Violations may result in the loss of access as well as other disciplinary or legal action.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when granted permission to use personally-owned devices on any school campus within the district.

Computer Use

Using computers and the resources with computers is a privilege offered to students each academic year. This privilege can be taken away at the discretion of the technology director or head of school. Computers and tablets are provided for students to use as education tools for research, school work, and communication. Students are expected to adhere to the same school rules, of being safe, being respectful, and being responsible, even when using technology. This policy is intended to ensure that every student's experience is safe, productive, and educational.

Email/Gmail Use

Students will have access to Gmail and Google services in specific grade levels, which is an integral part of the curriculum. The same expectations apply to all services, including google services, which the student accesses. The following expectations apply to Gmail services:

- Google services and Gmail is to be used for school related topics only.
- Students will be able to email teachers, but teachers are not required to allow students to make up forgotten assignments or tutor through this service.
- Students should not ask for, or give personal information that is not related to the assignment.
- Parents should not use the account to communicate with other students or staff.
- All email will be filtered with a SPAM filter, however, no filter is foolproof and there still exists the possibility that a student may access material that the staff or parents find inappropriate.
- Accounts are considered private, except for the ability of staff at Academy of Dover checking, at their discretion, to ensure that all emails are following the policies outlined and contain no inappropriate material.
- Students are responsible for maintaining the privacy of their account and password. They must notify staff immediately if they believe that another person may be accessing their account.

- If a student receives any message or file that they feel is harassing, bullying, or inappropriate in any way, it is highly important that they notify staff immediately. No student should be exposed to such treatment, regardless of the identity of the sender.

Internet Access

Our internet network is a secure network that is available only to staff and students. While there are risks to using the internet, even with blocks, the educational benefits greatly outweigh the risks. With that said, it is understood that ultimately, the parent is who sets the guidelines that their child follows. For that reason, it is expected that parents read and discuss the technology expectations with their child and both the child and parent sign the agreement. This agreement must be signed by both parent and student in order for students to receive access to the technology tools that will be necessary in their classroom.

Our network is secured with virus protection. However, maintaining this network requires that all community members participate in this protection. Should a student be found to be tampering with or uploading programs that tamper with the network or files in any manner, this information will be used in a disciplinary action.

Privacy/Student Data

Each student will have their own account with their own password. Any files or searches, however, are NOT private. Staff at Academy of Dover have the right to check, view, store, and modify anything stored by a student without prior notice to the student. Stored items that include unacceptable, inappropriate, or illegal content may be used in disciplinary actions with students.

Acceptable Use

Use of technology and programs is a big responsibility. Student who receive passwords and accounts are FULLY responsible for ANY and ALL activity that happens on their accounts, even if someone else used their password and committed the action. Students MUST use only their account and should not allow others the ability to use their account or their password. The student is responsible for reporting any problems or issues with their account.

Responsible use means that students are ethical, courteous, and honest in order to align with our school philosophy: **Be Safe, Be Respectful, Be Responsible**. The following activities will be deemed unacceptable and will result in disciplinary action:

- Intentionally downloading, displaying, or sending inappropriate, racist, or otherwise offensive material
- Using obscene language, harassing, insulting, or attacking others
- Damaging computers, accessories, supporting systems, or networks
- Attempting to interrupt or damage school internet or network services
- Violating copyright laws by copying work to distribute or claiming it as their own
- Using others passwords, or sharing one's own personal password
- Viewing or modifying any other person's file
- Non-school related gaming

- Students are prohibited from publicly posting content in conjunction with the AOD name without prior permission from the head of school
- Attempting to use or install a non-approved device or file
- Attempting to access files that are used to administer the services
- Use social networks without meeting the age requirement of those social networks
- Use of a proxy server or VPN to bypass network blocks or limitations

Cyber Bullying

Cyber Bullying is any act that uses technology to attack, demean, embarrass, or otherwise harm an individual or group. Academy of Dover has a zero tolerance policy for bullying, whether in person or online, and any student who is aware of this occurring must report it to teachers or staff at Academy of Dover. *(Refer to Academy of Dover's Cyber Bullying policy).*

Limitation of Liability

Academy of Dover will take every precaution to ensure that content that is harmful, inappropriate, or a distraction to instruction and learning is filtered out or blocked. However, any safeguard is not 100% effective, especially with new content and changes being introduced online daily. We will teach students about appropriate online behaviors, how to properly access materials, what cyber bullying is, how to respond to cyber bullying and how to interact socially on the websites that we use. Students are expected to report ANY inappropriate material they may access immediately. AOD will not be responsible for damage or harm to persons, files, data, or hardware.

ACCEPTABLE USE AGREEMENT

Academy of Dover Charter School takes pride in providing technology resources to students. Technology is a tool for learning that can expand the available resources and information that students have access to. This access can enrich student experiences/performance as well as prepare students for an increasingly technology based world.

We will teach students about appropriate online behaviors, how to properly access materials, what cyber bullying is, how to respond to cyber bullying and how to interact socially on the websites that we use. Websites that contain inappropriate material, acquire personal information, or link to other websites are blocked in our system.

Students will be expected to agree to the following technology agreement, presented to them in terms they understand:

1. I promise to use all technology resources and tools in a careful manner.
2. I promise to never use the technology to bully, be mean, poke fun, tease, or harass another person.
3. I promise not to share my password with anyone other than teachers or principals.
4. I promise not to ask for or use someone else’s password,
5. I promise to obey copyright laws and understand that copying someone else’s work is cheating.
6. I will turn off my screen and notify the teacher if I see anything that is inappropriate, dangerous, threatening, or makes me uncomfortable.
7. I promise not to send, display, view, or create any pictures that are inappropriate.
8. I promise to only go on websites or tools that the teacher has approved.
9. I promise not to use the school technology to play games that are inappropriate or violent.
10. I promise to interact with others appropriately, kindly, and safely on any tools I use.
11. If I use computers outside of school to send a message or item that is inappropriate or considered bullying to someone who is in school, there will be consequences in school.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Suspension from school and school-related activities
- Legal action

I have read and discussed this Acceptable Use Policy with my child:

| | | |
|------------------------|---------------------|--------|
| (Parent Printed Name) | (Parent Signature) | (Date) |
| (Student Printed Name) | (Student Signature) | (Date) |