ECA Student Technology

Student Responsible Use Policy

General Philosophy

The primary purpose of Technology at Escuela Campo Alegre is to support and enhance student learning in a safe, effective and appropriate manner. Technology in this document refers to electronic devices and network services provided by or used at ECA.

All technology use must support ECA educational objectives and abide by ECA's Student and Parent Handbooks. The use of Technology at ECA is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. ECA monitors and controls ECA network traffic and ECA accounts. Students who violate this *Responsible Use Policy* are subject to disciplinary action in accordance with ECA disciplinary procedures, including but not limited to the loss of access to use of technology at school. The classroom teacher has the responsibility to determine what the technology needs are and what technology use is permissible within the classroom.

Technology Integration Statement

We embrace the hybrid learning model known as *Blended Learning*. Blended learning combines online digital media with traditional classroom methods. The blended learning model benefits from the strenghts of physical presence of teacher and student, and the flexibility and convenience of digital content and activity.

Digital Citizenship/Online Safety

ECA aims to empower students to make safe, smart, and ethical decisions online. Here are the general foundations of good Digital Citizenship:

Internet Safety I value and support Internet privacy and I am aware that one's online behaviors should support a positive, healthy online digital interaction with others. **Privacy & Security** I will carefully consider password creation, recognize and avoid online scams, and distinguish positive and safe sharing from oversharing with others.	**Relationships & Communication** I will think critically, ethically and responsibly about different forms and etiquettes of digital communication. **Cyberbullying & Creating Digital Drama** I will carefully think about the consequences of my online actions and activities.
Digital Footprint & Reputation I will consciously manage my online privacy, as well as respect the online privacy of others. **Self Image & Identity**	**Information Literacy** I will develop strategies for uncovering accurate, relevant, and quality information — whether conducting online research for school projects/work or exploring personal interests.

I will habitually reflect on how I can present myself online in positive and beneficial ways.	Creative Credit & Copyright I will respect the copyright of other's work, and give credit for original creations of others.

General Guidelines

The Student will:

- Use technology primarily for learning purposes from 8:30 a.m. to 3:30 p.m. Monday to Friday.
- Treat electronic devices with due care and respect.
- Follow teacher instructions regarding technology use in school.
- Use technology in a legal, ethical and responsible manner.
- Use appropriate online etiquette and represent themselves as a positive ECA digital ambassador.
- Take responsibility for their actions when posting or viewing online information and images.
- Follow copyright laws.

The Student will not:

- Use technology for personal entertainment during 8:30 a.m. to 3:30 p.m. Monday to Friday.
- Use technology when a teacher asks not to.
- Engage in software piracy - the unauthorized reproduction of copyrighted material.
- Engage in Cyber Bullying - using technology to threaten, harass, humiliate, or embarrass another person.
- Engage in any form of hacking
- Use other people's usernames or passwords.

BYOD Guidelines *(Bring Your Own Device Guidelines)*
The primary purpose of BYOD at ECA is to support and enhance student learning.

- Students may not use the devices for personal or entertainment purposes of any kind during 8:30 a.m.- 3:30 p.m. Monday to Friday.
- Students must bring their BYOD device fully charged to school.
- Students must bring their chargers to school.
- Students on BYOD are required to use and be signed in to the Google Chrome browser during class use of BYOD devices.
- Students who repeatedly use their BYOD in ways that violate the school technology **'Responsible Use Policy'** could lose their BYOD privileges and be assigned a school-issued Chromebook.
- School-owned software installed on student devices must be uninstalled by the Technology Department before students are cleared for check out at the end of the academic year or withdrawal from school.
- ECA is **not responsible** for loss, damage, misuse, or theft of BYOD or related devices.
- Access to the ECA WIFI system is only granted after students have signed the **'ECA Student Technology: Responsible Use Policy'** which can be read on ECA's website.

Guidelines on the Use of Cellphones

As a school privilege, students may use cellphones before and after school and use cell phones for emergency purposes during recess, and lunch hours. During class/learning/assembly time students **may not** use cellphones unless directed to do so by the teacher/administrator in charge of the activity. Upon entry to each class **all students are required to place their cellphones in the baskets provided**. These can then be collected at the end of each lesson. Students who **consistently do not follow these guidelines** will have their cell phone privileges suspended for a period of time as determined by the divisional Principal.

Frequently Asked Technology Questions

- *What if a student's device is damaged or stolen?* ECA is NOT responsible for the theft or damage of a

device. Students are fully responsible for their devices. In case of theft or damage in school, students are advised to contact an administrator or their teacher. Some devices have a device locator; it is recommended to enable this feature if possible.

- *Does the school provide technical support or repair?* No. The Technology Department will help diagnose hardware issues which must then be handled by a private service provider at cost to the family.

- *What if a student damages loses a school-owned device?* The student will be charged the cost of repair or replacement if the student is determined to be at fault.

- *Is an anti-virus Software require*d? Virus protection is highly recommended on devices that can support such a program and is **compulsory** for all Windows PCs.

- *Will the internet access at school be secure with a content filter?* Yes. Students will be connected to the BYOD wireless network which will have filtered Internet access.

- *Can a student's BYOD privilege be revoked?* Yes. If a student has breached the ECA's BYOD/Responsible Use Guidelines the divisional principal can revoke student BYOD privileges.