

Information Technologies Acceptable Use Policy

We are pleased to permit fifth through eighth grade students to use personal electronic devices (detailed below) through the school's network during the 2019-2020 school year.

Students and parents must read and understand our Acceptable Use Policy.

The Administration and Faculty of the Davis Academy strongly believe in the educational value of technology and recognizes its potential to support the curriculum and student learning in facilitating resource sharing, innovation, and communication. We will make every effort to provide quality experiences to students using these services, however, inappropriate interaction with any information service or inappropriate use of computer equipment is strictly prohibited.

Please read this document carefully. *Any student violating the provisions of this agreement may be subject to disciplinary action, including the loss of a student's privileges to use technology resources at school.*

Acceptable Personal Electronic Devices: For the 2019-2020 school year, students will be permitted to bring devices to serve as ereaders. Cell phones remain prohibited during the school day.

1. Personal Responsibility: As a representative of Davis Academy, each student accepts personal responsibility for appropriate use of technology and for reporting misuse by students. Misuse is viewed as any use of the technology for purposes other than curriculum-based assignments. Communicate only in ways that are kind and respectful and are necessary for school work and assignments. Report any threatening or discomforting materials to a teacher or administrator. Students accept personal responsibility for the handling and care of their equipment. The school and its employees will not be held responsible for damage to or loss of computers or other personal electronic devices.

2. Acceptable Use: The use of school technology must be in support of the curriculum and in accordance with the educational goals and objectives of Davis Academy. Students will be personally responsible for this provision at all times when using the network, computers, digital cameras, video cameras, handheld devices and all other technology (both school-provided or personal). Examples of unacceptable uses include but are not limited to: accessing chat sessions, viewing photographs, videos or websites not related to classroom subject matter, taking webcam-based photos or videos without teacher approval, and other similar non-curriculum based activities.

3. Supervision and Monitoring: Faculty, school administrators and network administrators have the ability and responsibility to monitor the use of each students' computer or technological device to help ensure that uses are appropriate and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the student's information

technology resource in order to further the health, safety, discipline, or security of any student or other person, or to protect property and privacy of The Davis Academy.

4. Privileges: Misuse of technology may result in permanent cancellation of privileges as well as any other actions deemed appropriate by the discipline committee. The Davis Academy Faculty and Administration may rule upon any inappropriate use and may deny, revoke or suspend usage privileges.

5. Network Etiquette and Privacy: Students are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

a. CONNECTIVITY. Students are not permitted to bypass the school's network and firewalls by accessing cellular data networks. Students are required to use the school's network, which is monitored continuously. Students may not attempt to bypass the school's firewall, proxy server or security system to access unauthorized content.

b. LOGIN. All use of the internal network must be under the student's own login and password. Passwords assigned by the school must be kept private. If a student thinks someone has learned his/her password, the student should contact an adult immediately. He/she will help the student change it.

c. ELECTRONIC MAIL. Students may send personal email during school for assignments and teacher contact only. Please be advised personal email transferred via the Davis Academy network is not private. Do not send spam, chain letters, or other type mass mailings from the school's network.

d. DOWNLOADS. Students may not download any material onto school computers without express permission from the technology coordinator. Respect and protect the intellectual property of others. Plagiarism is not permitted. Students may not infringe upon copyrights by making illegal copies of information, music, games, movies, etc. Students may not buy, sell, or advertise anything for school use without prior approval by a faculty member or administrator.

e. AUDIO/VISUAL CAPTURES AND RECORDINGS. Any video recordings, photos, and audio recordings created at school must be part of school assignments. The school has permission to use said work products for school-related purposes, included but not limited to marketing.

6. Vandalism: Vandalism is defined as any malicious attempt to tamper with or destroy any tool of technology. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the immediate loss of privileges as well as further disciplinary action.

7. Cell phones : Please refer to the Student-Parent handbook regarding the cell phone policy at The Davis Academy.

8. Financial Responsibility: Students and/or their parents will be held financially responsible for the following costs as they relate to equipment being used during school hours or borrowed from The Davis Academy:

- Repair costs for equipment damaged by the child as a result of misuse or negligence
- All costs to replace equipment lost or stolen on or off campus while checked-out by the student.

Students should not leave costly items, such as computers or mobile devices, unattended at any time. These items should not be stored in lockers or gym lockers overnight.

Fifth Graders: Please sign and return this document to the lower school secretary.

STUDENT: I understand and will abide by the provisions and conditions of this agreement and understand that any violation of the above provisions may result in the loss of my technology privileges as well as disciplinary action. I also agree to report any violations of this agreement.

Student Name (please print):

Student Signature:

Date: _____

PARENT OR GUARDIAN: As the parent or guardian of this student, I have read this agreement and understand that access to the computers and to the school wide network is designed for educational purposes. I understand that it is impossible for Davis Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I hereby GIVE my permission to Davis Academy to permit my child access to the school's network and technologies.

Parent or Guardian Name (please print):

Signature:

Date: _____