

# Policy: Acceptable Use of Technology

## Acceptable Use of Technology

Technology policies have been developed at The MASTERS program to ensure that students are competent users of technology and behave as model digital citizens in technology-mediated environments.

Technology, as referenced in this policy includes, but is not limited to, computers, handheld devices, cameras, calculators, technical equipment (e.g. probeware for science), cell phones, telephones, software, the Internet, websites, email, social media and other online communication tools.

The policy for the Acceptable Use of Technology at The MASTERS Program addresses:

1. Digital communications
2. Student activities in the online environment – including sites visited and activities undertaken
3. Student use of Wireless Communication Devices (WCDs) on campus, including cellular phones, tablets, etc.
4. Responsibility for content sent from digital and online accounts
5. Responsibility when using school equipment and networks
6. Access to the school wireless network
7. Access to and or distribution of obscene and harmful materials
8. Expectations for student use and maintenance of school-issued devices
9. Student responsibility to report known violations of policy, security concerns, questionable incidents

### School Responsibilities

- A. To provide the highest level of reasonable access to all members of the student body: access refers to infrastructure supporting digital communications, networks, and equipment.
- B. To commit to the online/digital safety of all members of The MASTERS program community
- C. To employ filters and device-monitoring software in compliance with the Children's Internet Protection Act (CIPA), designed to limit access to social networks, malicious websites, and content where student safety may be compromised

### Student Rights

- A. Students have the right to access digital content and use electronic devices on campus as deemed appropriate under the guidelines of the Children's Internet Protection Act (CIPA).

### Student Responsibilities

- A. To behave in a manner governed by the same rules of courtesy, conduct, and ethics as those employed in the face-to-face environment
- B. To comply with policies and guidelines outlined in this document (policy for Acceptable Use of Technology)
- C. To access the Internet only through The MASTERS program's approved network while on the school campus
- D. To use only the username and password assigned to you
- E. To bring your fully-charged school-assigned device to school each day

## Policy: Acceptable Use of Technology

- F. To fully charge personal WCDs off campus and only operate them on battery power while on campus
- G. To install and maintain up-to-date virus protection on personal WCDs if using them on campus
- H. To use personal WCDs only if requested by faculty for specific instructional purposes
- I. To be polite and use appropriate language for the educational environment and activity in which you are currently involved
- J. To report any known violations of this policy or questionable incidents including inappropriate messages and possible security problems to a teacher, staff member, or administrator

# Policy: Acceptable Use of Technology

- K. To exercise caution in all online activities
- L. To comply with policies and guidelines put in place for acceptable use of technology and personal WCDs Prohibited Uses of Technology at School Students may NOT:
  - A. Use personal WCDs in classrooms or designated instructional environments
  - B. Use bluetooth/wireless headphones in classrooms or designated instructional environments
  - C. Use personal data plans while on the school campus
  - D. Share their usernames and passwords with anyone
  - E. Share personal information or physical location with unknown entities in the online environment
  - F. Use WCDs (personal or school-issued) at any time in any school situation where a reasonable expectation of personal privacy exists (e.g., locker rooms, shower facilities, restrooms)
  - G. Use WCDs (personal or school-issued), including accessing or using social media or other apps, to capture/record/store/send/or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members, without express prior notice and explicit written consent
  - H. Access email, data, accounts, or devices belonging to school employees or other students
  - I. Send or attempt to send messages using a false identity or use the accounts of others to send messages
  - J. Use school technology or personal WCDs at school to make unauthorized purchases of products or services
  - K. Use school technology resources for illegal purposes or any other activity prohibited by school policy
  - L. Use school technology for personal financial gain, product advertisement, commercial activities, political campaigning, or solicitation
  - M. Capture, transmit, or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty
  - N. Access the control panel on a school device, or attempt to modify settings in any way without the permission of a teacher, staff member, or administrator
  - O. Change, delete, or modify any records maintained by The MASTERS program, including browser history and use logs
  - P. Steal or destroy the school's technology (e.g., Chromebooks, computers, projectors, etc.).
  - Q. Violate or attempt to violate the security of the computer network
  - R. Take actions (whether successful or not) to by-pass the school's filter or to deny access, disrupt, or destroy the service of the computer network
  - S. Attach or install personal computer software or any WCD to the school's computers or network. This does not include data storage devices (i.e., flash drives).
  - T. Attempt to transmit or install damaging agents (e.g. computer viruses, Trojan horses, worms) or otherwise willfully damage or disrupt any computer facility, software, or data
  - U. Reveal personal information about oneself or others (e.g., photos, addresses, e-mail addresses, or telephone numbers) without the approval of a teacher or parent/guardian
  - V. Access social media, except for educational use in accordance with your teacher's plan

## Policy: Acceptable Use of Technology

- W. Use technology in any way to threaten, humiliate, harass, embarrass or intimidate another person.

# Policy: Acceptable Use of Technology

- X. Attempts to access, transmit, or publish material that is threatening, obscene, disruptive, or sexually explicit or that harasses or disparages others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; or sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (e.g., "sexting") in electronic or any other form.
- Y. Use WCDS (personal or school-issued) while operating a motor vehicle owned or leased by the school on or off school property, or personal motor vehicle on school property, while manually typing or entering multiple letters, numbers, symbols, or other characters into a personal communication device or while sending or reading messages on such a device, for the purpose of non- voice interpersonal communication, including, but not limited to communication methods known as texting, e-mailing, instant messaging, and snap chatting
- Z. Knowingly distribute any material that is obscene or harmful to others in any format through e-mail sent, or caused to be sent, to or through the school network

Students who violate these procedures may be denied access to The MASTERS Program computing or technology resources and may be subject to disciplinary action. Alleged violations will be subject to The MASTERS Program disciplinary procedures.

In the case of damage to equipment, the member of the The MASTERS Program community responsible for the abuse will be required to reimburse for the replacement of the damaged item. Equipment replacement costs are dependent on the cost of the item to be replaced.

For specific information regarding the use of loaner computers and associated charges for damage please review the  
Loaner computer policy.

**Student: Print your name and Sign:** \_\_\_\_\_

**Cell Number**\_\_\_\_\_

**Parent: Print your name and Sign:**  
\_\_\_\_\_

# Policy: Acceptable Use of Technology

Parent/Guardian Cell Number \_\_\_\_\_