



## **SCHOOL OF CHOICE**

### **Acceptable Use of Technology Policy**

#### **POLICY**

The use of electronic devices is now a part of daily life for most students. These devices can help student learning and engage students in the classroom. Our school uses electronic devices such as computers, interactive whiteboards, tablets and other mobile devices in the classroom to enhance academic achievement and help motivate students. Through the use of the school's network, access to learning resources and applications (apps) help all students meet learning objectives. Our Acceptable Use of Technology Policy is designed to protect Lakecrest Independent School's students, partners and the school community from illegal or damaging actions by individuals, either knowingly or unknowingly.

#### **PURPOSE**

To help protect all students, proper use guidelines and practices for these devices must be established, followed and monitored. The use of portable electronic devices (e.g., iPads, iPhones, laptop computers) is now part of daily life for most students. These devices promote student engagement, creativity and learning. These rules are in place to protect the students and Lakecrest Independent School. This policy applies to students, contractors, consultants, temporaries, and other workers at Lakecrest Independent School. This Acceptable Use of Technology Agreement applies whether a student is using a school-owned or a personal device.

#### **MONITORING AND ACCESS**

1. Lakecrest School provides Internet access for teaching and learning.

The Internet contains a wealth of educational material for the classroom but can also contain material that is not appropriate. Although the school filters web sites believed to be inappropriate for students, we cannot guarantee that inappropriate material can be completely filtered.

2. Some online tools and apps are referred to as “cloud services”. This means that students will store saved work online. Using cloud services, or online resources, will allow students to work on projects outside of school time. Schools will provide each student a user name, password and email address. To gain access to online resources and applications, students will need to use the provided account, password, and email address. Online privacy is a top priority for our school. We protect the online work of our students to the best of our ability.
3. While Lakecrest Independent School's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the computer systems remains the property of Lakecrest Independent School. Because of the need to protect Lakecrest Independent School's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Lakecrest Independent School.
4. The Network Administrator recommends that any information that users consider sensitive or vulnerable be encrypted. For help with this issue, contact the Network Administrator for further assistance.
5. The Network Administrator recommends that any information that users consider sensitive or vulnerable be encrypted. For help with this issue, contact the Network Administrator for further assistance.
6. For security and network maintenance purposes, authorized individuals within Lakecrest Independent School may monitor equipment, systems and network traffic at any time.
7. Lakecrest Independent School reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## **SECURITY AND PROPRIETARY INFORMATION**

1. Keep passwords secure and **do not share accounts**. Authorized users are responsible for the security of their passwords and

accounts.

2. All PCs, laptops and workstations that students bring in from home should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the host will be unattended. Computers must pass a full Virus Scan in order to join the Lakecrest Intranet/Internet.
3. Postings by students from a Lakecrest Independent School email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Lakecrest Independent School, unless posting is in the course of business duties.
4. All hosts used by the students that are connected to the Lakecrest Independent School Internet/Intranet whether owned by the students or Lakecrest Independent School, shall be continually executing approved virus-scanning software with a current virus database.
5. **Students must use extreme caution when opening email attachments** received from unknown senders, which may contain viruses, email bombs, or Trojan horse code

## **ACCEPTABLE USE OF TECHNOLOGY**

1. Technology is to be used for educational activities and learning, and for other purposes as permitted by the school administration.
2. The use of personal devices (e.g., student-owned iPads, cellular phones, laptop computers) during class time should be for educational purposes only, in accordance with consistent, school-wide guidelines and practices as determined by the school administration and staff. Please note that school trips are considered class time.
3. Students must follow all school policies when using technology and treat others with respect at all times.
4. Portable electronic devices are permitted in rooms where exams are being written, with the permission of the teacher. For instance, permission must be obtained to use a device as a calculator.

5. In general, the use of personal devices is not permitted in K-4 classrooms, except in circumstances where their use is required to support the documented learning needs of individual students. The determination is made by the school administration, in consultation with appropriate staff.

## **UNACCEPTABLE USE OF TECHNOLOGY**

The following activities are, in general, prohibited. Under no circumstances is a student of Lakecrest Independent School authorized to engage in any activity that is illegal under local, federal or international law while utilizing Lakecrest Independent School-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

1. Attempting to gain access to someone else's information or account without permission;
2. Sharing or posting personally identifiable information (such as phone number and address) online;
3. Meeting in person with anyone met online without parent awareness and permission;
4. Breaking copyright or license use agreements; copying ideas, work or writings done by another person or source; and
5. Engaging in an activity which may be considered to be bullying or intimidation of others or engaging in activity which is disruptive to the school environment.

## **CONSEQUENCES**

Use of technology resources including networks, computers or mobile devices and the Internet is a privilege that can be restricted or denied at any time for misuse or abusive conduct. Students may be subject to disciplinary action for using technology in violation of Lakecrest's Acceptable Use of Technology policy.