ØIS STUDENT DEVICE POLICY

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM.

INFORMATION TECHNOLOGY RESOURCES

The school's information technology resources, including email and Internet access, are provided for educational purposes. ØIS reserves the right to monitor the use of all technology on campus, including but not limited to computers, mobile devices, networking equipment, and school wi-fi connections. All users should be mindful that internet usage on the school's premises may be monitored. *No expectation of privacy is implied.* **Adherence to the following policy is necessary for continued access to these resources.**

Students must:

1. <u>Respect and protect the privacy of others.</u>

   ▪ Use only assigned accounts.

   ▪ Do not view, use, or copy passwords, data, or networks to which they are not authorized.

   ▪ **Do not distribute private information about others or themselves.**

2. <u>Respect and protect the integrity, availability, and security of all electronic resources.</u>

   ▪ Observe all network security practices, as posted.

   ▪ Do not destroy or damage data, networks, or other resources that do not belong to them.

   ▪ Do not download any software to the ØIS network or school devices except where it has been approved and authorized by the network administrator or designate.

3. <u>Respect and protect the intellectual property of others.</u>

   ▪ Do not infringe copyrights (no making, distributing, or downloading illegal copies of music, games, or movies).

   ▪ **Do not plagiarize**.

4. <u>Respect and practice the principles of community.</u>

   ■ **Communicate only in ways that are kind and respectful.**
   ■ Report threatening or discomforting materials to a teacher.
   ■ Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as
   messages that are threatening, rude, discriminatory, or meant to harass).
   ■ Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   ■ Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
   ■ Do not send spam, chain letters, or other mass unsolicited mailings.

5. <u>Use social media responsibly.</u>

   ■ ØIS students are expected to use the Internet responsibly and productively **for educational use**. Personal Internet browsing, including social media use, on any device during

instructional time, is not permitted when unrelated to school business or professional development.

- ■ Students are forbidden from using social networks to post or display comments about co-workers, classmates, supervisors or ØIS that are vulgar, obscene, defamatory, threatening, harassing, or that are a violation of ØIS policies on discrimination or harassment**.**
- ■ Pictures, audio, or video of students or staff are not to be posted by students without the express permission of persons depicted (including parents of students), along with teacher or administrative approval, as applicable**.**
- ■ ØIS s**tudents** should keep in mind that they are personally responsible for what they post online and should be mindful that what they say will be available publicly for a long time.

Students may, if in accord with the policy above:

- ✓ Design and post web pages and other materials from school resources.
- ✓ Use direct communications such as social networks or text messaging **with a teacher's permission** in that specific class.
- ✓ Install or download software to **personal devices only,** if also in conformity with laws and licenses, with IT Managers permission and under the supervision of a teacher.
- ✓ Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action determined by the Principal.
Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources, including Wi-Fi connections. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student   _____

Date   _____

Parent/Guardian   _____

Date   _____

Please return this document to your child's mentor teacher.