



# FRANKEL JEWISH ACADEMY

OF METROPOLITAN DETROIT

## Technology/Network Acceptable Use Policy

### Responsible Digital Citizenship

Being a digital citizen at FJA, we use information and technology in safe, legal and responsible ways. It is important that we educate our students on what this means before we start using technology. The conversation must continue throughout our work. We embrace the following conditions or facets of being a digital citizen.

- Respect yourself. Select online names that are appropriate. Consider the information and images that you post online.
- Protect yourself. Do not publish personal details, contact details or a schedule of your activities.
- Respect others. Do not use technologies to bully or tease other people.
- Protect others. Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property. Suitably cite any and all use of websites, books, media, etc.
- Protect intellectual property. Request to use the software and media that others produce.

### Managing Your Digital Footprint

**Some Examples of Appropriate Use include but are not limited to the following:**

#### **Personal Safety**

Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person.

#### **Password Protection**

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password and never steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher or administrator who in turn will notify the network administrator. As passwords are easily hacked, when establishing a password, one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

#### **Privacy**

School email and files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Frankel Jewish Academy (FJA) has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of FJA and no user shall have any expectation of privacy regarding such files.

#### **Online Etiquette**

Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

## **Blogging/Podcasting**

Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools. Comments made on any blogs or social media should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to websites from a blog without reading the entire article to make sure it is appropriate for a school setting.

## **Plagiarism/Copyright/Licensing**

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all sources used in academic assignments, whether quoted or summarized, online or in print. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused. Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement.

## **Anonymizers**

The use of anonymizing services, proxies, VPN's or any other method(s) that obscures your device identity to get around content filtering is strictly prohibited and is a direct violation of this agreement.

## **Accessing/Posting Inappropriate Material**

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

## **Photos and Video**

Students are not to take pictures or videos of staff or students without permission of the person(s) being photographed or recorded. Any student use of cameras in Frankel Jewish Academy during class time should be part of a class or club activity approved by the instructor. Unapproved camera use is a violation of this agreement.

## **Malicious Use/Vandalism**

Any malicious use, disruption or harm to school technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

## **Classroom Expectations**

Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this agreement.

## **Media Center Guidelines**

No food or drinks are allowed in the Media Center.

Broken equipment loaned or otherwise assigned to a student must be reported immediately to the Media Center staff.

The Media Center does not loan spare or additional chargers or other peripherals such as headphones.

The Media Center provides access to a black/white laser printer for printing of school related work only. No color printing or copying services are available to students.

Laptops reserved by teachers for a specific class are loaned to students only for the duration of that class and may not be retained for individual use.

Personal laptops/computers are prohibited from accessing the FJA computer network or using any FJA network resources.

If you have any questions regarding this document, you are encouraged to contact the FJA Media Center by email at [technology@frankelja.org](mailto:technology@frankelja.org).

## FRANKEL JEWISH ACADEMY STATEMENTS OF RESPONSIBILITY

### Student Expectations

I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and e-mail accounts are owned by Frankel Jewish Academy and that Frankel Jewish Academy has the right to access information on school systems at any time.



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Student Name (please print)



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Student Signature

Date

### Parent/Guardian Acceptable Use Signature

Parent/Guardian collaboration is essential to keeping our students active contributors in our connected world, while also helping them to be safe, legal and responsible.

As parents, students and teachers work together, we become a stronger learning community, creating more opportunities for our students to become successful adults. As the parent or guardian of this student, I have read the Frankel Jewish Academy Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Frankel Jewish Academy, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for inappropriate materials acquired on the school network by my student. I understand that students' computer activities at home should be supervised as they can influence the academic environment at school.

I understand and will support my student in adhering to this Acceptable Use Policy. I am aware that if my student breaks this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and e-mail accounts are owned by Frankel Jewish Academy and that Frankel Jewish Academy has the right to access information on school systems at any time. I hereby give permission for my child to use technology resources at Frankel Jewish Academy.



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Parent or Guardian Name (please print)



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Parent or Guardian Signature

Date