



Student Responsible Use of Technology Policy

Technology is a tool with tremendous potential for our students and teachers to use in a variety of ways to enhance instruction and learning. The Academy is committed to providing and using technological resources to the fullest extent possible to enhance our students' learning and prepare them to be competent, respectful, engaged digital citizens. Inherent in the use of these resources is the mutual responsibility shared by the student, the parents, and the school to promote the safe and appropriate use of this tool. The Academy expects all of its students and families to know, follow and regularly review this Responsible Use of Technology Policy. It is therefore important that parents read and discuss this Policy with their child/ren so that both parents and students can support and abide by the policies that the Academy has established.

Given the evolving nature of technology, periodic changes to this Policy may be necessary. The Academy reserves the right to make such changes as it deems necessary at any time without notice. The Academy also reserves the right to prioritize, limit or deny access to its devices, resources and systems as it deems appropriate. A current copy of this Policy will be posted on the Academy's website.

Please note that this Policy does not in any way conflict with, circumvent, invalidate, override or minimize any other rules, policies or expectations of the school. The Academy's other rules, policies and expectations remain in full force and effect when using the school's technology resources.

Scope of the Responsible Use Policy

This Policy applies to all students of the Academy, their families, and all guests, visitors and non-employee users (collectively referred to as "Users") of the Academy's technology resources. Use of the Academy's technology resources by any User – in any fashion and for any period of time – constitutes agreement by the User to abide by this Policy.

This Policy applies:

- to all uses of Academy-provided and/or issued devices, including but not limited to iPads, digital cameras, and desktop or mobile computers, whether that use happens on campus or off; and
- to all uses of Academy-provided and/or Academy-sanctioned technology, including but not limited to the Network, Internet, email, hardware and software, Teams, Canvas, apps, platforms and/or other formats, whether that use happens on campus or off, and whether that use happens via school-provided or personally owned devices.



As used in this Policy, the term “Technology Resources” includes *both* Academy-provided and/or issued devices *and* Academy-provided and/or sanctioned technology. This Policy applies to Users of Academy Technology Resources both on and off campus, during, before and after school hours, acting both within the scope of school-sanctioned activities and outside of them.

The Privilege of using Academy Technology Resources

The use of Academy Technology Resources is a privilege, not a right. It is a privilege that comes with personal and communal responsibilities, the violation of which could result in the loss of that privilege as well as other disciplinary consequences, up to and including dismissal from the Academy.

Users of the Academy’s Technology Resources should have no expectation of privacy. At any time and for any reason, the Academy has the right to review, monitor, track, copy, inspect and investigate all content accessed, created, stored, transmitted and/or exchanged via Academy Technology Resources. The school also retains the right to investigate any suspected or reported inappropriate use of its Technology Resources. The Academy has no obligation to notify any user that any such review or inspection will or has taken place.

Responsible use of Technology Resources

It is a bedrock expectation that the Academy’s Technology Resources be used for educational purposes. In addition, all Users are expected to align their use of Academy Technology Resources with the mission and philosophy of Ancilla-Assumpta Academy, adhering to the RICE values of shared responsibility, human interdependence, dynamic creativity and people empowerment. With that understanding, the Academy identifies the following parameters for responsible use of its Technology Resources. Teachers may set additional requirements for responsible use in their classrooms.

Academy-provided and/or issued devices must be treated with respect.

- Ancillae-Assumpta Academy retains sole possession of its devices. iPads will be issued to students in September and collected from them in May, together with a power adaptor and cover. Any student who fails to return any school-issued device and accessories at the end of the academic year, or who loses or damages their iPad, will be responsible for paying the replacement costs of that device and/or missing accessories.
- Students are responsible for the care of their iPad:



- The iPad must be kept in its protective case and must not have heavy objects placed on it;
- iPads and cases must remain free of any permanent writing, drawing, stickers, or labels.
- iPads should not be exposed to extreme temperatures – heat or cold – and should never be left in a car.
- Students are responsible for the location of their iPad:
 - Students are responsible for keeping their iPad safe and secure.
 - Students should know the whereabouts of their iPad at all times.
 - If an iPad is found unattended, it should be given to the nearest Ancillae employee.
 - Students must report the loss or theft of an iPad immediately to the Director of Technology, who can use the device locator to determine the approximate location of the iPad.
- Students are responsible for the use of their iPad.
 - The iPad may not be used on the school bus at any time.
 - iPads must be brought to school fully charged every day. If the iPad is left at home or is uncharged, the user remains responsible for completing all schoolwork as if they had use of their iPad. Malfunctions or technical issues are not acceptable excuses for failing to complete schoolwork unless there is no other means of completion.
 - Students are not permitted to share their iPad or accounts with anyone else, including other students, friends or family members.
 - Students should only use the iPad issued to them. iPads belonging to other students should not be tampered with in any manner.
 - Jailbreaks, factory resets, and/or profile removal from the iPads are not permitted.

Users of Academy Technology Resources must use those resources appropriately.

- Ancillae-Assumpta Academy uses filtering software and other technologies to prevent users from accessing obscene or harmful content, though it is important to acknowledge that no filtering system is 100% effective. If a user suspects that there has been a flaw in the filtering system, please report it to the Academy's helpdesk.
- Users must respect the copyrights and intellectual property of others, understanding that plagiarism is irresponsible behavior with ethical and legal implications and consequences.
- Users will use legal downloading and sharing practices.
- Students will be issued an Apple ID and will receive their apps through a self-service portal provided by the Academy.
- Students may only download apps available in the Self-Service app.
- Users will be safety-conscious while using Academy Technology Resources and will not reveal sensitive or personal information about themselves or others online;
- All applications, files, and documents stored on the iPad are the property of the Academy.
- Photos, videos, and audio recordings are permitted for educational use only.
- Users may not take photographs, videos, or audio recordings without the knowledge or permission of the subject. Users may not take photographs, videos, or audio recordings in hallways or classrooms without the permission of a teacher or the Academy.
- The posting of images or videos on the internet to a public forum is strictly forbidden, without the express permission of the teacher.



The Academy's Technology Resources are extensively used and particularly valuable in the context of virtual learning. Such learning typically takes place outside of the Academy's physical campus but within the Academy's virtual campus, allowing students and teachers to continue learning and teaching, to see and communicate with one another, from off-campus settings. Virtual learning requires the students to accept greater responsibility for their learning and their parents to accept responsibility for providing the support necessary to make such learning possible. The Academy reminds all Users that they should be as mindful and respectful of others in the school's virtual campus as they are on its physical campus.

In order to protect the privacy of our students, the Academy prohibits all Users of its Technology Resources – including students, their families and friends - from taking screenshots of people and/or making audio or video recordings during synchronous learning sessions. Users will not make or maintain recordings of any course content or classroom activity or communications made during virtual learning sessions. The Academy asks that parents make every effort to ensure that no one other than the student scheduled to attend a synchronous learning session can see or hear the session. Parents who, for whatever reason, are involved in or hear their child/ren's synchronous learning session are expected to maintain the confidentiality of all students and to not re-disclose any information about any student involved in that session. Parents with questions or concerns are asked to reach out to the teacher via email rather than during any synchronous learning session.

Some students may need parents to assist them with logging into and participating in virtual learning sessions. Parents are asked to engage only as needed and otherwise to remain quiet observers. This allows students to develop independence and form stronger connections with their teachers.

While engaged in synchronous learning, students should present themselves in a polite and respectful way by

- wearing appropriate clothing;
- staying in one spot during meetings; and
- not eating during meetings.

Students should be polite and respectful to others during synchronous learning by

- being on time for meetings;
- keeping camera on unless otherwise directed by teacher;
- staying focused and looking into the camera;
- wearing headphones to avoid feedback;
- letting friends finish talking and not interrupting others;
- keeping themselves on mute until it is their turn to speak;
- waiting to be called on by the teacher before unmuting their speaker; and
- using the chat feature appropriately for classroom content discussion (the chats will be archived).



While engaged in synchronous learning, students should ensure that their environment is private and appropriate by

- sitting in a common area of their home – not their bedrooms – when possible;
- using a blurred or neutral background if they must use their bedrooms for meetings;
- limiting distractions and background noises during meetings; and
- making sure family members and pets know not to interrupt meetings.

Unacceptable Uses of any Devices and/or Technology Resources

Users may not use Academy Technology Resources to:

- Harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual;
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually-oriented material;
- Access, upload, download or distribute pornographic, obscene, or sexually explicit material;
- Knowingly or recklessly post false or misleading information about any person, student, staff or organization;
- Use a photograph, image, video, including live-streaming, or the likeness of any student, employee or other person without express permission of that individual and of the Principal;
- Attempt to circumvent Academy system security or bypass Academy software protections;
- Intentionally visit a site known for unacceptable material;
- Create, modify or willfully disseminate computer viruses, spyware, adware, or other damaging programs;
- Misrepresent the identity of the user;
- Create, falsify, modify or forward any message or email in such a way as to make it appear to have come from someone other than the user;
- Degrade or disrupt equipment or systems performance;
- Gain unauthorized access to resources, data, or entities;
- Invade the privacy of others;
- Use the account of another user;



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- Vandalize the data of another user;
- Violate system or infrastructure security or integrity in any fashion;
- Violate copyright laws, licensing agreements, copying disks, CD-ROMs or other protected media or to otherwise use the intellectual property of another individual without permission;
- Use Technology Resources for any illegal activity;
- Vandalize, damage or disable the property of any other individual or organization; or
- Harm the goodwill and reputation of the school in the community.

Upon graduation, students will no longer have access to the Academy's Technology Resources, including files stored on the network. The Academy recommends that students save any personal data stored on school technology to a removable hard drive before graduation.

The Academy expects all Users of its Technology Resources to abide by both the letter and the spirit of this Responsible Use of Technology Policy and to understand that a knowing violation of this Policy may result in disciplinary action by the school, up to and including student dismissal. Users who suspect that the school's hardware or software has been damaged or that this Policy has been violated by any individual should promptly report their concern to the Director of Technology.