



ACCEPTABLE USE POLICY '20-'21

First, all actions by students, parents, faculty, and guests at Tower School are governed by the Tower School Code.

Tower School Code:

- Respect all people: teachers, staff, students, parents, visitors and others.
- Respect the rights of students to learn and teachers to teach.
- Be kind and helpful; include others.
- Be honest with yourself and others.
- Respect School and personal property and help keep our school clean.

Second, the Acceptable Use Policy (AUP) is designed to offer guidance to all members of the community as they use technology to further our mission. [Tower School Mission Statement](#)

All online communication that affects school relationships is governed by the AUP, whether or not that communication occurred at a school event, used school hardware, or used other school-provided resources.

Improper use of technology to misrepresent oneself, to disparage the school or any person within the Tower School community, or to depict or advocate illegal or inappropriate behavior is a violation of the Parent-Student Handbook guidelines and potentially the Enrollment Agreement. Tower School reserves the right to dismiss any student whose behavior or conduct, or whose parent's behavior or conduct, is determined by the school to be contrary to its rules, regulations or standards.

Importantly, the AUP does not seek to list *all* specifically prohibited behaviors. It does not catalog abuses of technology not envisioned by the Tower Code or explicitly referenced in the Parent-Student Handbook.

Lastly, all learning is based on trust and healthy relationships. All use of technology at school or affiliated with school activities will be guided by common-sense principles of trust and community standards.

Appropriate Use of Technology for Students:

Tower School has taken the initiative to use software & hardware solutions to restrict children from viewing content that most adults would deem objectionable; no solution is foolproof. Therefore, the following best practices are outlined:

- Students will use technology in ways that are respectful to peers, to teachers, and others.
- Students will allow faculty, at any time, to view screens, files, or other information located on their devices.
- Students will not use technology to harm/hurt other people including the use of abusive or otherwise objectionable language in either public or private messages, social networks, or blogs.
- Students will not open other people's files without asking the owner's permission.
- Students will not use technology to steal. This includes the use or copy of any intellectual property unless that media is provided for free.
- Students will not use other people's technology resources without permission.
- Students will not plagiarize other people's work. Unless properly documented as others' work, all work submitted by students will be entirely original.
- Students will not use the Internet to try to obtain material deemed objectionable by the Tower community. Students will not use technology to violate the Tower School Code.
- Students are not allowed to use personal or school devices for game-playing or entertainment while at school unless explicitly authorized by faculty.
- Cell phones may be brought to school, but must be off and stored in students' lockers during school hours. Faculty may allow student use of personal phones at carpool and during sports pick up.
- Mobile devices may be confiscated if used during school hours without permission.
- It is strongly recommended that smart watches not come to school. Faculty may, at their discretion, ask a student to remove and store any smart watch.

The use of Tower School's computers, chromebooks, e-mail, iPads, cameras, network, or other devices and software is a privilege, not a right, which may be revoked at any time for abusive conduct. Violating the Acceptable Use Policy may result in restrictions to -- or loss of -- technology privileges as well as other disciplinary action. Tower administrators and faculty, in consultation with the Head of School, will administer consequences when the AUP has been violated by students.

Further revisions to the Tower Acceptable Use Policy may be made at any time and are expected to be followed by students, parents, and faculty.

We expect that students will seek guidance from teachers or administrators if they violate the letter or spirit of the Acceptable Use Policy.

Addendum for Distance or Remote Learning

Students should stay actively engaged with their teachers and check email at least two or three times a day at minimum.

Meetings between teachers and students may be recorded by the teacher to be shared with other students or faculty members as necessary. Recordings are deleted after they are no longer needed. Students, parents and caregivers are not permitted to record video conferencing classes, take screenshots of classes or class materials shared during a video conferencing-held class.

Parents or caregivers may help their students troubleshoot problems but should not sit in on classes conducted via video conferencing for the privacy and protection of the other students on the video conference.

Students and parents/caregivers may not post materials to any social media platform from a Tower class. This includes screenshots, photos, videos, or files of any type. This is to protect all community members' privacy.

One-to-one teacher-student communication will occur primarily through email; however, teachers may also use video conferencing.

Students should abide by the Tower Code and submit original work. Any questions regarding what constitutes appropriate "help" should be directed to the teacher or the Division Head.

Personal messaging via text or other social media, calls or other personal communications, and other distractions (other web pages, games, music, etc.) should not occur during video conferencing just as it should not happen in the actual classroom.

Additional expectations for students and teachers for video conferencing:

- a. Ensure that the surroundings are free from noises and distractions.
- b. Wear attire appropriate for school.
- c. Please eat meals and snacks before or after classes (unless it's a planned shared meal) being held via video conferencing.
- d. Students should enter the video conference with video turned on and microphone turned off. Do not use virtual backgrounds or other names besides your own in video identification.
- e. Teachers will provide other guidelines at their discretion regarding use of the chat and hand-raising feature, and may communicate other expectations regarding student participation.
- f. Technical issues with video conferencing or with school-owned devices should be directed to the Director of Information Services, Kelly Klocker by emailing her at kelly.klocker@towerschool.org.