



## Responsible Use Policy

### TECHNOLOGY AT BARRIE SCHOOL:

Barrie School understands the value of technology in education and how technology can be leveraged to expand students' intellectual abilities, develop their creative talents, and discover their passions. We strive to create lifelong learners who are confident, competent, and responsible digital citizens, and who understand appropriate and acceptable use of all of the technologies available to them.

At Barrie School, students interact with technology in three ways:

- Technology assigned for individual use as part of our 1:1 program
- Shared technology resources provided by the school
- Personal devices brought from home by students

Understanding how each of these technologies work to support academic and personal excellence, and learning how to fulfill their role as a responsible user, is vital for student success. The Student Responsible Use Policy is grounded in the Barrie School mission and supported by our core values of Respect for Self, Each Other, the Environment, and Student Voice and Responsibility.

### STUDENT RESPONSIBLE USE POLICY:

Students are expected to use school-owned devices and technology-related equipment for academic purposes only, when in-person on campus, fully remote, or in a hybrid environment. Technology resources include:

- Devices and equipment such as computers, cellular phones, tablets, printers, cameras, scanners, etc.
- Network and Internet resources such as email, text messages, servers, network files and folders, etc.

Students will demonstrate Respect for Self and Responsibility by committing to:

- Preserving the strict privacy of their personal information and the personal information of others by refusing to give out name, age, date of birth, home address(es) or phone number(s) to anyone through any medium, including over on the Internet, verbally or in writing (this protects users from becoming potential victims of those with criminal intent);
- Ensuring that any files, documents, or accounts they access are either their own or resources they have been given permission to access, including shared documents and files (altering the files or settings of others without permission is vandalism);
- Avoiding any action that could be deemed illegal or unethical, including adhering to all legal copyright laws and regulations;
- Maintaining high standards for classroom participation and community engagement by limiting their use of Barrie School technology to the needs and requirements of their classwork.

### Students will demonstrate Respect for Each Other by committing to:

- Upholding respectful and professional electronic exchanges with others and by refusing to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- Limiting their use of network resources to academic pursuits in order to improve the experience for all network users. This includes refraining from downloading, streaming, or listening to internet-based music, videos, and large image files not required for schoolwork.
- Treating all network resources and equipment with proper care and respect as outlined in the Standards for Proper Technology Care;
- Disconnecting from any and all technology when approached by a community member and/or guest or when participating in a community event (i.e. assemblies, sports games, pick up/drop off lines). This includes removing any personal audio listening devices, silencing any audio alerts and/or notifications, and dimming/closing the device screen.

### Students will demonstrate Respect for the Environment by committing to:

- Preserving the physical and technical condition of network resources by refusing to alter, add, install, disable, or delete any files that affect the configuration of a school device or physical modifications that may impact use or appearance (other than a device assigned for personal use) or copy Barrie School software for use outside of the network (copying school-owned software programs is considered theft);
- Preserving the rights of copyrighted material. The installation and/or use of any Internet-based file sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images);
- Upholding all posted and communicated processes and procedures for accessing shared network resources, including carts, printers, copiers, and other shared devices;
- Maintaining responsible use of all community charging resources and powering down devices when not in use.

### DISCLAIMER:

- Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Barrie School. While Barrie's intent is to make Internet access available for educational goals and objectives and takes appropriate precautions, students may have the ability to access other materials. Parents/students release the school from any liability as a result of a student's access to unauthorized websites.
- Because Barrie School owns and/or operates the equipment and software comprising the network, the school is obligated to insure all facilities are used legally. All content created, sent, accessed or downloaded using any part of Barrie School's network resources is subject to the rules herein outlined as well as state and federal law.
- Students have no expectation or right of privacy on school-owned devices. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours or outside of school. As owners of the network, including email systems, the school administration reserves the right, if needed and at its discretion, to remotely access your device and examine electronic files. Students found in violation of the policy will be disciplined.
- Devices (including school-owned devices) not connected to the Barrie School's network are not protected by the school's firewall and other network security software and hardware.
- I understand that students will receive emails from teachers and staff through their school-assigned, individual email accounts, and communication from school-administered learning management software and communication applications.
- Lastly, these guidelines apply to all devices accessing the school network, whether a device is school owned or personal equipment.

## ELECTRONIC DEVICE GUIDELINES:

The guidelines as explained in this document are effective upon receipt of a Barrie School owned mobile device between Barrie School (Barrie), the student receiving the device (student), and his/her parents or legal guardians (Parents).

The Student and Parents hereby agree to the following:

- **Ownership:** As outlined above, Barrie retains sole right of the device and grants permission to the student to use it according to the guidelines set forth in this document. The student is responsible to ensure the safety and security of the device, its content, and associated peripherals at all times while it is in the student's possession or under the student's control. Under no circumstances will the student leave the device in the care or custody of any person other than the student's parent and/or Barrie teacher or administrator. Moreover, Barrie administrative staff retain the right to inspect the device at any time and retake possession.
- **Classroom Use of School-Owned Devices:** Students, as outlined above, are expected to bring their device to class each day fully charged. If the device is not being used in a particular class and/or an assignment provided by the teacher doesn't require its use, the student should store the device as instructed. In an effort to ensure "time on task," teachers may collect all devices at the start of class and store them in a safe and secure location and reissue them at the conclusion of the class. Because students are provided fully working devices, students should not use and/or have cell phones (or other electronic devices) out or visible during class unless it is specifically teacher directed for an assignment and/or listed in a child's accommodation plan.
- **Cell Phone Usage:** Cell phones must remain in students' lockers during school hours and while attending Extended Day, unless instructed by a teacher. When used in class for academic purposes, the student should store the device if instructed. In the event students have cell phones out without permission, faculty will collect and give them to the Dean of Students for safekeeping until the end of the day or ask students to return them to their lockers. If parents need to reach a child in the event of an emergency, they should contact the Middle & Upper School or Extended Day Office. Likewise, students can make calls from the school's landline when necessary. Repeated violation of this policy will result in disciplinary action.
- **Equipment Provided:** Each student is provided a school-owned device and is advised not to share and/or exchange it with other students as the assigned student will be held liable. Barrie will retain records of the serial numbers and track the associated peripherals (protective cases, power adapters, etc.) of equipment assigned to students. Devices owned by the school will be collected at the end of the year. If devices are not returned within one week of the last collection date, parents will be billed for the price of the device.
- **Substitution of Equipment:** In the event the assigned device is inoperable, Barrie School has a limited number of spare mobile devices for use while the device is being repaired or replaced. The student must promptly report any damaged or inoperable device and turn over the device. If a student forgets to bring the device to school, a loaner may not be available. Students are still expected to participate and complete all assigned tasks. Students are expected to bring a fully charged device to school each day.
- **File Backup:** It is the sole responsibility of the student to backup data as necessary. Barrie School provides a means for backup, along with instructions, but does not accept responsibility for any limitations and failures of such software.

- Responsibility for Damages: The student is responsible for maintaining a working device at all times by using reasonable care to ensure that the device is not damaged as outlined herein. In the event of damage not covered by the warranty, the student and parent will be billed 100% of the repair costs (or full market replacement cost of the device if determined unrepairable). Barrie School reserves the right to charge the student and parent full cost for repairs and/or replacement when damage occurs due to gross negligence or intentional damage as determined by the administration.

Examples of gross negligence include, but are not limited to:

- damage or loss resulting from an unattended and unlocked device while at school;
- using equipment in an unsafe environment (e.g., on a sports field, in the rain, etc.);
- lending equipment to individuals to whom it was not assigned.

- Responsibility for Loss: In the event the device is lost or stolen, the student and/or parent should report the problem immediately to the administrative assistant, an administrator, or a member of the technology department by emailing: pcsupport@barrie.org. If the device is stolen or vandalized while not at Barrie School or at a Barrie School sponsored event, the parent must file a police report. In the event the device is unrecoverable or inoperable after recovery, the student and parent will be billed the full cost of replacement.

- Legal & Ethical Use: Barrie School reserves the right to monitor all school-owned computers, cellular phones and other electronic devices in a variety of ways to ensure compliance with the policies and procedures outlined herein. Prohibited uses of technology include, but are not limited to:

- commercial use: using school devices for personal or private gain, personal business, or commercial advantage;
- political use: using school devices to advocate, directly or indirectly, for or against political/social issues, legislation, ballot proposition and/or the election of any person to any office, except when a component of classroom work;
- offensive use: using school devices to demean or defame a person or to communicate obscene, offensive or inflammatory dialogue;
- dangerous use: using school devices to access unknown or unsafe Internet sites that may contain viruses, worms, malware or spyware;
- illegal or inappropriate use: using school devices for illegal, harassing, vandalizing, or inappropriate purposes, such as the recording, viewing or sharing of pornography or posing as another person. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to:
  - copyright infringement and/or illegal file sharing;
  - committing fraud; threatening another person;
  - or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, bullying, or harassing another person.

*Disciplinary action, if any, shall be consistent with Barrie School policies and practices, including the Student Code of Conduct. Violations may constitute cause for revocation of access privileges, suspension of access to school system devices, or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis by the Head of School, Division Head and/or Deans. Consultation with the technology department and/or law enforcement may be required depending on the infraction. Parents will be actively engaged and informed throughout the process.*

## Customizing Device Settings:

Students are permitted to alter and/or add files to customize their assigned device to their working style (i.e. background screens, default fonts, and other system enhancements). Outside of these changes, students should follow the guidelines outlined above. For example, stickers or other adhesive items should not be attached to the device itself.

## Music, Videos, & Games:

Devices are provided for educational use only; games not directly related to class work are not permitted during the school day. Students are permitted, however, to listen to or watch school appropriate music or videos (i.e. no violent or profane content) during study periods, lunch, or work times at the discretion of supervising staff or teachers. If there is ever a question about whether or not music or videos are educational or appropriate, students should ask supervising staff or teachers. Students who listen to or watch inappropriate content and/or do not comply with teachers' requests will be warned and, if the behavior continues, other disciplinary actions may result.

## Social Media and Networking:

Barrie School students using social media/networking are expected to do so in a respectful manner that aligns with the Barrie School Mission and Responsible Use Policy. Students should only use school-owned devices to access social media platforms when approved by teachers and for academic purposes only. Any behavior on social media that disrupts the school environment will be dealt with on an individual basis by school administration. Students should not be "friends" with or "follow" current Barrie School faculty or staff.

## EQUIPMENT LENDING GUIDELINES:

This section addresses the checking out of peripheral equipment to students such as cameras, video cameras, microphones, drawing tablets, and other audiovisual devices for multimedia school projects. Barrie School grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

### Students will:

- Treat the equipment with the same care as if it were their own property.
- Maintain the equipment in fully working condition.
- Avoid use in situations that are conducive to loss or damage.
- Heed general maintenance alerts and advice from school technology personnel.
- Promptly report any loss, damage or theft to the division's administrative assistant, administrator, or by emailing [pcsupport@barrie.org](mailto:pcsupport@barrie.org).
- Transport the equipment within the case provided whenever leaving the school building.
- Adhere to Barrie School's Responsible Use Policy when using this equipment at all times and locations.
- Understand that if this borrowed equipment is lost, stolen, or damaged the family will be billed for a replacement.

## STANDARDS FOR PROPER TECHNOLOGY CARE:

To ensure the device being used continues to work properly, we ask students and parents to abide by the following safety and care tips:

- Read any electronic manual or instruction guide that accompanies the device and/or is provided by the school.
- Keep the device and other borrowed equipment either secured (i.e., home or other secure places where others do not have access) or attended (with you or within your sight) at all times.
- Avoid leaving the device in a vehicle and in places of extreme temperatures hot or cold.
- Back up your data. No electronic information is safe when stored in one location.
- Do not remove or interfere with the serial number sticker, any identification placed on the device, or parts from the device (e.g., keys, etc.), and/or alter the device in a manner that will cause permanent or lasting effects such as using adhesive stickers or marker drawings.

- Always store and carry your device in the appropriate case. When walking in class, always use two hands for transport.
- Do not touch the screen with anything (e.g., pen, pencil, etc.) other than approved electronic devices and cleaners. (We recommend using a microfiber cloth and isopropyl rubbing alcohol to clean and sanitize.)
- To avoid accidents, do not eat or drink when using the device.
- Use the charger provided for your assigned device.
- Avoid lengthy use involving repetitive tasks. Take frequent breaks and alter your physical position to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye level and keyboard at lap level.
- If a problem arises, *promptly* report it to your teacher, advisor, administrative assistant, Dean, or email [pcsupport@barrie.org](mailto:pcsupport@barrie.org). Repairs for personally owned devices are the responsibility of the family.

## STUDENT AND FAMILY SIGNATURE:

By signing the on-line RUP form, I acknowledge that I have read and understand the policies and guidelines set forth in this document and agree to abide by them and to use devices and technology at Barrie School in a respectful, ethical and legal manner. I understand that as the student and parent/guardian I am solely responsible for ensuring that the use of the device to access the Internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. I understand that any violation of the terms or conditions set forth or referenced in this document may result in possession or use of the device being restricted, suspended, or terminated, with or without prior notice, at the discretion of Barrie School. Lastly, I understand that student's possession and use of the device is a privilege, not a right. Although the device is owned (or leased) by Barrie School, it will be the student's responsibility to care for it.