

Responsible Use Policy 2022-23

Parental Agreement

Dear Parents,

Please read the attached Responsible Use Policy, taken from the 2021-22 Family Handbook. The complete Family Handbook is posted on Swift's website for convenient access.

Students will be held to the same standards as the Code of Conduct when using G Suite and other web-based applications. Students should have no expectation of privacy in their use; school and service administrators have the right and ability to monitor user accounts for policy enforcement. Students are responsible for their own behavior at all times.

Parents should be aware that there are no Internet filters built into Chromebooks or iPads. Swift network filters protect students only when on campus and logged onto Swift Wifi. It is against policy to connect student devices to a personal hotspot for this reason.

Parents are strongly encouraged to install Internet filtering software or hardware on their home network for Internet safety at home. Your Internet Service Provider should be able to assist you.

Our new website offers detailed information for parents about student use of technology at Swift: <https://sites.google.com/theswiftschool.org/tech/home>.

Two additional sources of information about online safety are: <https://Staysafeonline.org> and <https://www.commonsensemedia.org>.

Responsible Use Policy

Taken from the 2021-22 Swift Family Handbook

- Advances in technology have opened new pathways for educators and students while introducing new challenges, most notably around appropriate use. Swift's Responsible Use Policy explains the ethical and responsible utilization of technology by Swift students. This applies to the use of school-owned and personally-owned devices.
- The Responsible Use Policy is an extension of Swift's Code of Conduct. Specific guidelines follow:
- Swift provisions G Suite for Education accounts for students including Google Docs, Slides, Sheets, Gmail, etc.
- Swift may provision additional educational accounts for students, including (but not limited to) Apple ID, Read and Write for Google Chrome, SeeSaw, Explain Everything, Learning Ally, etc.

- Swift student Gmail accounts are restricted to addresses inside the domain (@theswiftschool.org) and are intended to facilitate communication between students and teachers.
- At all times, Swift devices and accounts provisioned by Swift will be used for educational purposes only.
- While on Swift campus, students will utilize technology solely for educational purposes and in accordance with school policy. Student use of technology is to be guided by instructors for the purpose of achieving specific learning outcomes.
- The use of technology to support the educational experience is a privilege and not a right. Any violation may result in the loss of technology privileges in addition to other disciplinary action.
- Students will show respect for school property and the property of others, including computers and digital equipment. If a student causes damage to a device owned by the school or owned by another individual, the family will be charged for repairs or replacement.
- Students will respect copyright laws by properly citing works belonging to others.
- Students will not participate in video conferencing, chat rooms, instant messaging, or social networks, unless expressly permitted for an assignment.
- Students will not divulge personal information online including name, location, address, and phone number.
- To ensure proper network filters, students will use only the Swift student wireless connection when on Swift campus. Students will not attempt to bypass the network restrictions by any alternate means.
- Students will not share their school login credentials with anyone except parents or guardians.
- Students will not access other students' accounts.
- To ensure safety of all users, school personnel may monitor websites visited while on campus. Digital files including emails, pictures, and documents also may be monitored.
- All digital content created or stored by students must be school-appropriate.
- Consistent with the cell phone policy in this handbook, cell phone use by students is not permitted on campus during the academic day.

Personally Owned Devices:

- 5th - 8th grade students are responsible for personally owned Chromebooks. Other personal devices may not be used on campus without the express permission and supervision of the instructor. In addition to the other policies in this section, the following applies to personally owned devices:
- 5th-8th grade students are responsible for bringing their Chromebook to class each day fully charged. Chromebooks are integral to classwork and necessary for full participation.

- Students will not physically share personal devices with other students.
- Students take full responsibility for their personal devices. Personal devices may not be left on campus after school hours. The School is not responsible for the security of personal technology.
- Parents are highly encouraged to purchase a case to help protect the Chromebook.
- Parents are encouraged to purchase an accidental damage plan covering personally owned devices.
- If a Chromebook is damaged or not operating properly, the student may bring it to the IT Manager for evaluation. Parents will be responsible for repairs or replacement in a timely fashion.
- If available, the student will receive a short-term loaner to be used at school.
- The family is responsible for having a device available for homework and remote learning while the damaged device is being repaired.

Swift School Owned Devices:

- Swift provides an iPad for students in grades 1-3 and a Chromebook for students in grade 4 for use at school and for periods of remote learning. In addition to the other policies in this section, the following applies to Swift-owned devices which are used by students:
- Students will use Swift devices and Swift accounts for educational purposes only.
- The Swift student is the only person allowed to use the device. No family sharing.
- Students and families are responsible for damage to the device and will be charged for repair or replacement costs. If a school-owned device is damaged or not operating properly, please email the IT Manager immediately.
- If available, the student will receive a short-term loaner to be used at school.
- The family is responsible for having a device available for homework and remote learning while the damaged device is being repaired.
- When school-owned devices go home, they must accompany the student each day school is in session.

The School reserves the right to modify this policy without notice.

Please sign below.

I have read the Responsible Use Policy 2022-23. I give permission for Swift to provision G Suite for Education accounts for my child. Additional educational accounts may be provisioned for specific educational purposes.