



Policy 109

## **Acceptable Use of TECHNOLOGY POLICY**

### **Policy Statement:**

Maplewood International School will provide technology access for all students to the internet and school network. Internet access and the use of school owned technological devices is a privilege. Students who fail to conduct themselves in an appropriate responsible manner will lose access to school's technologies. The school retains the right to place reasonable restrictions on material that is accessed, posted or saved on any of our school's technologies, which include, but are not limited to, computers, laptops, tablets, internet, networks and servers. We require that students, with their parents/guardians, read and abide by the rules for acceptable use of technology as listed below. In order to enable internet access and the use of school's technologies, students and parents/guardians are required to sign a copy of the acceptable use of technology agreement.

### **Procedures:**

1. At the teacher's discretion, students in grades KG-1/2 and 1 will be given school chrome books and other digital technologies to use while in school under close supervision by their classroom teachers.
2. All students from grade two-nine will receive school issued Chrome books for use in their daily studies.
3. Chrome books will be kept in the classroom for grade two students; however, students in grades three to nine will be issued a personal chrome book that they are expected to use according to this *Acceptable Use Policy*, and the *Acceptable Use Agreement*.
4. Each student will be required to review with his/her parent the Acceptable Use of Technology Policy and the Acceptable Use Agreement and return these to the school signed.

5. To enhance learning, students are expected to bring their chrome books to school each day fully charged and in good working order. These books are to be used in accordance with the directions and under the supervision of classroom teachers.
6. Students will be allowed to utilize their own personal cell phones at each teacher's discretion for educational use. Failure to follow classroom rules will result in the cell phone being taken to the office for parent retrieval at the end of the school day.
7. Students are forbidden to transmit test, quiz, or other information in a manner constituting fraud, theft, cheating or academic dishonesty or to access and/or share inappropriate online material.
8. Students are not permitted to use cell phones during instructional periods while in class, or during class time when they are in the hallways or in the washrooms.
  - a. First offense – Cell Phone Turned into Office for Parent Retrieval.
  - b. Second offense – Cell Phone Turned into Office for Parent Retrieval and Detention.
  - c. Third offense – Cell Phone Turned into Office for Parent Retrieval and In-School Suspension.
  - d. Fourth offense – Cell Phone Turned into Office for Parent Retrieval and Out-of-School Suspension.
9. Email accounts will be provided to all students for the use of transmitting electronic documents between students and teachers for educational purposes. Email access will be restricted or revoked if students misuse their school email accounts.
10. Wireless Internet access will be provided for each student to use for educational purposes. Failure to utilize the wireless network for any education use or any of the following unacceptable behaviours will result in termination of wireless internet access. Access to the internet is filtered through our school network in accordance with the Children's Internet Protection Act (CIPA).
11. Laptops, desktop computers, I Pads, Nooks, and Kindles are available throughout the school and in the media center for student access.

12. Students may check out devices to take home or to work throughout the school. The use of these technologies for purposes other than educational may result in the restriction on use or in an indefinite ban on access.
13. Students who through neglect or abuse damage any school owned technological devices would be responsible to pay for the replacement of the device.
14. The following are considered to be unacceptable use of technology and will result in consequences ranging from removal of privileges to referral for other forms of discipline as per the school's discipline policy:
  - a. Posting information that, if acted upon, could cause damage or danger to students and/or the faculty.
  - b. Engaging in personal attacks, threats to any person, harassment, and cyber-bullying.
  - c. Attempting to hack any of the school's networks, or databases to which the student has not been granted permission.
  - d. Making attempts to disrupt any of the school's technology.
  - e. Using the school network to acquire, save, install, download, illegally acquired or inappropriate files, including games, music, photos, and video game files.
15. Violations of our Acceptable Use of Technology Policy may result in a loss of access as well as other disciplinary or legal actions depending upon the severity of the transgression.

**Legal References:**

ADEC Private Schools Policy and Guidance Manual *Policy 65: Protection from Dangers of the Global Information Network (the Internet)* Corresponding to Article (70) of the Organizing Regulations.