Lee-Scott Academy
Responsible Use of Technology
Grades 7-12

General Statement of Policy and Educational Purpose
Technology offers a multitude of global opportunities, and one objective of Lee-Scott Academy is to encourage and facilitate appropriate student access to those opportunities. Our goal in this is to enhance the educational development of our students. LSA provides the privilege of access to its computer network, technology tools, and the Internet for educational purposes only. This access will be available to students as long as they use it in a responsible, efficient, courteous and legal manner. Misuse of this privilege may lead to discipline of the offender.

All school Internet use is filtered and monitored at all times.

The guidelines stated in this policy apply to any and all student use of electronic devices - including wearable technology - on the LSA campus or for LSA assigned work, regardless of ownership of the device.

Terms of Use
Students will adhere to these guidelines each time a device is used on the LSA campus or for LSA assigned work.

Students will:
- Make sure student-owned devices are fully charged and ready to use for an entire school day. Students must not assume that they will be able to use a charger at school.
- Assume responsibility for keeping student-owned devices safe and secure at all times. Notify the Technology Support Center immediately if a device is lost, stolen or damaged.
- Ensure that device-location services (Find My iPad/iPhone) are enabled on all student-owned devices.
- Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Students will never use any form of electronic communication to harass, frighten or bully anyone. Speech that is not appropriate for class is not appropriate in technology-enabled communication. Any misbehavior is to be reported to responsible school personnel immediately.
- Protect their own and others' private information. Students will not share last names, user names, passwords, home addresses, telephone numbers, or other identifying information in online public forums. Students will not share their usernames and passwords with anyone. Teachers may have access to student login information for assistance purposes only.

- Use all technology equipment carefully and not damage, change or tamper with the hardware, settings or the network.
- Memory space is limited (regardless of the model of iPad you have). Your use of your iPad presumes that you understand that academic content takes precedence over personal files and apps, and personal files and app must be removed if space limitations require it for completion of academic projects.
- Obey copyright laws. Students will always give credit for using someone else's words, images or ideas. Not giving credit for using work found online is a form of plagiarism and will be treated in the same manner as other incidents of plagiarism. When possible, students will obtain permission before using someone else's work. Students will not install, save, or transmit illegal copies of programs or files. This is commonly known as "pirating" and is strictly prohibited.
- Print only when and where the teacher tells them.
- Turn on (and keep turned on) iCloud backup. It is recommended that you also back up documents and other school work to an alternate cloud storage system, such as Google Drive (connected to your LSA email) or Dropbox. Lost or damaged data is not the responsibility of LSA.
- Make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on devices or networks that are school-owned are not private.
- Understand that their school-issued Google Apps accounts are school-owned and therefore subject to periodic and arbitrary monitoring by LSA Administration. This includes, but is not limited to, the following apps within the Google Suite that may be associated with a lee-scott.org address: Gmail, Google Drive, Google Sites, Blogger, YouTube, Calendar, and Groups.
- Use protective covers or cases on their student-owned iPad at all times while on LSA campus.
- Set passcodes on devices to prevent others from misusing them. If requested, students must provide their passcodes to the LSA Technology Director or teachers to allow access to verify compliance with the LSA Responsible Use Policy.
- Turn off cellular data access on student-owned devices while on campus, if applicable. Student-owned iPads must be connected to the LSA network while on campus. **Using any student-owned device as a wireless hotspot is strictly prohibited.**

Students will not:
- Subvert or circumvent the LSA network rules, proxies, filters or other settings, such as VPN (Virtual Private Network).
- Download and/or install any programs, files or games onto any school-owned devices.
- Change the device name or otherwise modify the LSA profile.
- Engage in gaming activities during instructional times.
- Create, view, send or display inappropriate pictures, videos, text or websites. Any misbehavior is to be reported to responsible school personnel immediately.
- Use the camera, video camera, or microphone to take or share pictures, recordings, or videos of people or events without permission from the specific individual or responsible party.
- Post videos, pictures, or recordings of LSA or students, activities, and events on the internet in a public forum without the express permission of the teacher and/or administration.

- Use the camera and microphone on LSA property unless permission is granted by a teacher or administrator.
- Use technology devices to cheat on schoolwork.
- Change, delete, or move anyone's work besides their own.
- Use any electronic device at school or any e-mail account other than their LSA-issued account without expressed teacher permission.
- Modify or remove the Apple operating system. This refers to the process commonly known as "jailbreaking", and is strictly prohibited. Jailbreaking will cause the device to be vulnerable to security breaches and at risk for losing data. Not only will jailbreaking invalidate our Apple warranty and any AppleCare package that you've purchased, but can also jeopardize our network at LSA.

Profiles and Filtering

Profiles are installed on school- and student-owned devices in order to give students age-appropriate access to media available for download such as music, movies, and apps. While profile restrictions are in effect on and off campus, they do not restrict what can be accessed through an Internet browser such as Safari or Google Chrome.

LSA's website filtering program limits on-campus student access to content available through an Internet browser. When connected to LSA's Wi-Fi network, student devices will be protected by a filter so that content from Internet browsers will only include educationally appropriate materials.

Monitoring

Lee-Scott Academy reserves the right to inspect any device in use by a student on the LSA campus, without prior notification. Lee-Scott Academy reserves the right to inspect any device in use by a student that is connected to our wi-fi network, without prior notification. If a student is found to be in violation of any of the guidelines expressed here, LSA further reserves the right to enforce appropriate consequences. Such consequences could include, but is not limited to:

- 1st offense: device taken away for 1 day, parent notification
- 2nd offense: device taken away 3 days, parent notification
- 3rd offense and any subsequent offenses: format device to "school-controlled" for 1 week

Students are still responsible for assignments during the time they are on restriction.

Any additional violations of the policy could result in losing the privilege of using an LSA device or student-owned device on campus.

Students are to report any known violations of this Responsible Use Policy to appropriate LSA teachers or administrators.

LSA takes no responsibility for unauthorized student activities that take place while not on campus. Nor does LSA take responsibility for unauthorized materials students store on the devices, the LSA network, or within an LSA-issued account.

Compliance

LSA encourages use of its technology resources to further sound educational aims and expand the options of students to facilitate the pursuit of knowledge. If misused, Lee-Scott Academy reserves the right to confiscate and search any iPad to ensure compliance with this Responsible Use Policy. Violations of any of the provisions of this Responsible Use Policy may result in a loss of access as well as other disciplinary or legal action as determined by the honor code, LSA administration, or legal authorities.

Parent Responsibility

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are responsible for monitoring their students' use of technology, including student access of LSA resources from home or a remote location.

LSA recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student-owned. It is further recommended that parents purchase an extended warranty (AppleCare+) for their student's device that covers loss or damage.

To Students and Parents:

Please indicate that you have read and understand the Responsible Use Policy on the Policy Signature Page and returning to the Homeroom Teacher on the first day of classes.a

GRADES 7 THROUGH 12 RESPONSIBLE USE OF TECHNOLOGY POLICY

I have read or had explained to me and understand the Responsible Use of Technology Policy of Lee-Scott Academy, and I accept responsibility for abiding by the terms and conditions outlined herein. I understand that failure to abide by these terms and conditions will result in consequences within the guidelines established by the student code of conduct. I agree to use these resources for educational purposes only.

Student (please print)_____

Student Signature _____ Date _____

I have read and understand this policy, and I have discussed it with my child. I give permission for my student to have access to the described electronic resources and agree to LSA's terms for the use of those resources.

Parent/Guardian Name (please print):_____

Parent Guardian Signature:_____ Date:_____