



# Lee-Scott Academy

## Responsible Use of Technology Policy

### PreK - Grade 4

#### **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 offending student.

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

#### **Terms of Use**

Students will follow these guidelines each time a device is used on the LSA campus or for LSA assigned work. Failure to follow the LSA Responsible Use Policy will result in appropriate consequences, including, but not limited to, losing the privilege of using computers or iPads at school.

Students will:

- Use all technology equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
- Never use any form of electronic communication to harass, frighten, or bully anyone.
- Use technology equipment and the Internet for schoolwork only. Students will only use the programs and websites that the teacher has approved.
- Never view, send or display inappropriate messages or pictures.
- Never use a camera or video applications without permission of a teacher.
- Keep all technology equipment turned off until a teacher instructs otherwise.
- Tell an adult if they read or see something on the computer that is inappropriate.
- Obey copyright laws. Students will not use someone else's work without giving them credit.
- Never use an electronic device or an e-mail account other than that which has been school issued without expressed teacher permission. This includes wearable technology.
- Use school-provided e-mail accounts or online forum only for school-related, teacher-assigned, communication. Such online forums may include, but are not limited to, blogs, video blogs or online learning spaces.
- Understand that their school-issued Google Apps accounts are school-owned and can be monitored by LSA's Technology Director. This includes, among other things, student lee-scott.org e-mail accounts.
- Never print without a teacher's permission.
- Only use their own cloud storage when saving or retrieving their work.

LSA takes no responsibility for unauthorized student activities or materials stored on school-owned or other technology devices.

#### **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 LSA educational technologies, even if the student is accessing those LSA resources from home or a remote location.

LSA further recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student owned.