

St. Paul's Episcopal School
BYOD Acceptable Use Policy for Students in 4th through 8th Grade

Technology Rationale

As we look to the future, technology plays a crucial role. Technology will rapidly change in the workforce, our educational system, and our everyday lives. Therefore, it is a must that technology be a part of St. Paul's educational philosophy. We must equip each child with the skills necessary to allow him or her to feel comfortable with the system of a computer. It is important we allow some of the classes to be taught in groups, so they can learn teamwork, cooperation, and compromise. Children can learn to problem solve and use constructive thinking by having technology go hand-in-hand with the curriculum. It is our mission at St. Paul's Episcopal School to help students recognize, understand, and use technology in their daily life.

General Network Use

St. Paul's is providing students with access to the school's electronic network. This network includes computer services, videoconferencing, Internet access, and computer equipment. The purpose of the network is for students to research, complete assignments, learn, share, create, collaborate, think, solve problems, manage their work, and communicate with communities throughout the world. Access to the network services is a privilege, not a right. Class and student network folders may be checked by school personnel to ensure that students are using the school-wide technology responsibly.

Internet Use

Access to the Internet will allow students to use many resources. Students will recognize that information posted on the Internet is permanent and public. This can have a long-term impact on an individual's life. The expectations for students' behavior online are no different than face-to-face interactions. It is our intent to make Internet access available for educational purposes, but students may find other materials while visiting the World Wide Web. Some material the student may embrace might be inaccurate, illegal, or offensive to some. We have filtering software in use, but no filtering software is capable of blocking everything on the Internet. Any attempts to bypass the school's Internet filter is prohibited. The access of the Internet to students for educational purposes far exceeds any disadvantages. Ultimately, parents and guardians are responsible for setting rules their children should follow while using the Internet. The school will not be responsible for any damages suffered by any user.

No Expectation of Privacy

The school provides the network system as a tool for education and research in support of the school's mission. The school has the right to monitor, copy, view, store, without prior notice, information about the content and usage of the network, user files, bandwidth utilization, email, Internet access, and any information received or sent in connection with network and email use. The school reserves the right to disclose any electronic information to appropriate authorities.

BYOD Student Agreement

Adherence to the following policy is necessary for continued access to the school's network infrastructure:

1. Students take full responsibility of their electronic devices. The school is not responsible for the security of the electronic device.
2. Device needs to be kept in silent mode until instruction is given by teacher or staff.
3. Students can only connect to the Internet gateway provided by the school. **Students are not to log onto any other wireless connections or hotspots while at school.**
4. **Students need to label their devices clearly.** Use of personal skins and protective cases is highly encouraged.
5. Students cannot use their devices to cheat on assignments or tests. They also cannot use their devices for non-instructional purposes.
6. Students may not record, transmit, or post photographic images or videos of any person on campus.
7. All Internet access is through a Cyberoam firewall, which runs filtering software designed to screen out inappropriate sites. Any students trying to access these sites will be in violation of the Honor Code and subject to disciplinary action as outlined and defined in the school handbook.

8. Students can only access files on the computer or Internet sites that are relevant to the classroom curriculum. Games are not permitted unless permission is given by the teacher or staff member.
9. Students cannot access or process information on school property related to bypassing network security policies.
10. Cyber-bullying will be treated as a violation of the Honor Code.
11. The school has the right to possess and examine any device that is suspected of inappropriate usage or if a virus is discovered on the device.
12. Students should make sure devices are fully charged before the school day begins.
13. Students will access only their assigned accounts. Students may not log on to someone else's account or attempt to access another user's files (in-house and on the Cloud). Students will not read, move, rename, delete, edit, or in any way manipulate the files created by others.
14. The school is offering users a free educational suite of applications for use to enhance learning and teaching. Google Apps are services that provide online storage. In order for students to gain access, they need to setup a Gmail account which requires parental permission for minors under the age of 18 years.
15. Students cannot use abusive, profane, or impolite language in any communication on their devices.
16. Students are not permitted to use the school's network for non-academic activities that require extensive bandwidth, such as viewing **large** audio and video files or hosting such activities.
17. Students are not allowed to communicate with anyone during the school day via email or other messaging services. All communication between the parent and child should take place through the school office under their supervision.

****By signing below, permission is given for your child to join school directed virtual learning classes via video conference programs such as Google Meet, Zoom, and Loom, which may be recorded for educational learning purposes.***

I have read, understand, and agree to the statements and expectations outlined within the BYOD Acceptable Use Policy of St. Paul's Episcopal School. I am aware that failure to follow the guidelines could result in disciplinary action and suspension from network and computer privileges.

As a parent, I will monitor my child's use of technology and/or use of social media responsibly.

Student Name:	Parent / Legal Guardian Name:
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Student Signature:	Parent / Legal Guardian Signature:
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Date:	Date:
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