

The Shepherd's Academy Acceptable Use Policy

The Shepherd's Academy recognizes that as new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our schools. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is the policy which we will adhere to as we establish this program within our schools. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of instructional activities.

This acceptable use policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, including:

- The Shepherd's Academy network is intended for educational purposes.
- All activity over the network or using various technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as well as offline.
- Misuse of school resources can result in disciplinary action.
- Shepherd's Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert staff immediately of any concerns for safety or security.

Definition of "Technology"

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones /cell network adapters are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. SHEPHERD'S ACADEMY is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are strongly encouraged.

BYOT Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians must adhere to the CMS Student Code of Conduct, as well as all Board policies, particularly Student Internet Use and Network Access policy. Furthermore, users must agree to the following conditions:

- The individual will take full responsibility for his or her technology device. The school is not responsible for the security of student/parent/staff-owned technology.
- Technology may be used by the students with teachers permission and for the purpose that the teacher has requested and relevant to the classroom curriculum. It will not be used to cheat on assignments or

tests, or for non-instructional purposes. In addition inappropriate or hurtful language is not to be used.

- Technology must be in silent mode while on school campuses and while riding school buses.
- The student must comply with the teachers' direction at all times, including but not limited to shutting down the computer or closing the screen.

The school's network filters will be applied to one's connection the internet and there will not be an attempt to bypass them. Processing or accessing information on school property related to hacking, altering, or bypassing network security policies is in violation of the policy and will result in disciplinary actions.

- Bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the policy and will result in disciplinary actions
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Pictures or videos are not allowed to be taken anywhere on campus unless permission has been granted by the teacher or administrator.
- Printing from personal technology devices will not be possible at school.

Limitation of Liability

SHEPHERD'S ACADEMY Will not be responsible for damage or harm to persons, files, data, or hardware. While SHEPHERD'S ACADEMY employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness: SHEPHERD'S ACADEMY will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution;
- Suspension of privileges and confiscation of technology devices
- Detention or suspension from school and school-related activities.

To be completed annually by students and staff

I have read and understand this acceptable use policy and agree to abide by it:

Student /Staff Signature

Date

Student/Staff Printed Name

*To be completed annually by parents/legal guardian of all students
I have read and discussed this acceptable use policy with my child:*

Parent Signature

Date

Parent Printed Name

