



## ELEMENTARY TECHNOLOGY ACCEPTABLE USE POLICY

Computers are an integral part of much that students do at school. Our Acceptable Use Policy outlines appropriate use of this technology.

### COMPUTER TECHNOLOGIES GENERAL USE POLICY STATEMENT

In accordance with the mission of the School, all computer technologies are to be used in a safe, responsible, efficient, ethical and legal manner. When used appropriately, the educational value of the tools and information that computer technologies afford students is enormous. The following information clearly outlines the acceptable (appropriate) and unacceptable (inappropriate) uses of computer technologies and equipment at All Angels Academy. Computer technology users are held responsible for their actions at all times.

### GUIDELINES

#### A. ACCEPTABLE USE:

Acceptable use of computer technologies include activities that support learning and teaching, such as

- Word processing
- Internet access
- Electronic mail use (for lesson related activity only, not for personal e-mail)
- World Wide Web research
- Desktop publishing
- Graph and graphics creation
- Spreadsheet design and use
- Multimedia development

#### B. UNACCEPTABLE USE

It is unacceptable to:

- Access without teacher permission any equipment, information, or resources
- Degrade or disrupt computer equipment or system performance
- Vandalize anyone's data
- Waste computer resources
- Use an account owned by another user
- Invade the privacy of individuals



- Post anonymous messages
- Use the Internet for any illegal activity, including violation of copyright
- Use plagiarized or deliberately inaccurate materials from electronic sources
- Post personal communications without the author’s permission
- Intentionally access or use abusive, profane, sexually explicit text or graphics
- Engage in any use contrary to the standards of the School
- Engage in instant message conversations

## **SOCIAL MEDIA POLICY**

At All Angels Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, Instagram, Snapchat, YouTube and Flickr just to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing All Angels Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

### **Use good judgment**

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school’s Technology Acceptable Use Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

### **Be respectful**

- Always treat others in a respectful, positive, and considerate manner.



## **Be responsible and ethical**

- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with him or her online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding. What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.) What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Facebook, for instance – reconsider using that social network.) If you are uncertain how to proceed, consult your division head.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

## **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

## **Be accurate and appropriate**

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

### ***And if you don't get it right ...***

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let the administration know immediately so the school can take the proper steps to help minimize the impact it may have.

## **Be confidential**

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.



- Use caution if asked to share your birth date, address, and cell phone number on any website.

### **Respect private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people’s privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate. If there is any doubt, use only first names.
- Always respect the privacy of school community members.

### **Post images with care**

- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the “Do Not Photo” list. (Ask your teacher for details.)

### **RISKS AND DAMAGES**

The School will not be responsible for any damages or expenses students incur while using its computers. Such damages may include loss of data resulting from delays, mis-deliveries, or service interruptions, whether caused by the School’s negligence or by a student’s errors or omissions. All Angels Academy bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities.

**Please sign the Acknowledgement Form for Review of On-Line Documents.**

