

<p><b>Bridges Charter School</b></p> 	<p><b>Board Policy-</b></p> <p><b>Acceptable Use &amp; Internet Safety</b></p>	
<p><b>Policy Number:</b></p> <p><b>BP 6163.4</b></p>	<p><b>Adopted:</b></p> <p><b>8-21-17</b></p>	<p><b>Replaced:</b></p> <p><b>12-03-18</b></p>

Bridges Charter School has implemented the usage of the Measure I technology endowment fund to provide additional support for its 21st Century learners. Excellence in education requires that technology is seamlessly integrated throughout the instructional program. The individual or collaborative use of classroom student devices is one strategy to empower students to maximize their full potential, as well as prepare them for college and career.

Bridges Charter School believes that learning best results from the continuous dynamic interaction among students, educators, parents, and the community at large. Increasing student use of technology within the classroom is not to diminish the vital role of the teacher. Rather, Bridges Charter School seeks to enhance the student experience through the use of technology and transform the teacher into an activator of learning.

To this end, Bridges Charter School provides a wide range of technology resources for student use within the classroom. Student devices are to be used solely for educational purposes. This policy outlines appropriate use and prohibited activities. Each student is expected to follow the rules and conditions listed in this document, as well as any directions or guidelines given by Bridges Charter School teachers, substitutes, administrators, and staff.

Bridges Charter School uses a filtering system to track and monitor all computer and Internet use on the school's network. The system is designed to prevent access to educationally inappropriate sites. Bridges Charter School educators can request that a specific site be blocked or unblocked by contacting the Technology Services Help Desk.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, the school cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

- **Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, various explicit content, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

- **Cyberbullying**: Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships
- **Libel Laws**: Publicly defaming people through publishing material on the Internet, email, etc
- **Copyright Violations**: Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright); engaging in plagiarism (using other's words or ideas as your own).

## **General Guidelines**

The following guidelines are provided to parents and students as a guideline of expectations only. Students will:

- Follow all directions given by site and school staff members.
- Use all technology devices, peripherals, and resources in a responsible manner so as not to damage school and school equipment.
- Never remove a device from its protective cover.
- Carry the device with two hands or like a book and make sure the lid or case cover is closed when transporting.
- Limit device exposure to direct sunlight.
- Never leave a device unattended, both in and out of the classroom.
- Keep the device away from water and other liquids, such as sprinklers, rain, puddles, and beverages.
- Not adhere stickers, ink, or other decorative items to school devices.
- Not allow others access to school-owned devices and equipment.

## **Student Behavior Guidelines and Digital Citizenship**

Students are expected to exercise responsible academic behavior and Digital Citizenship when using the Bridges Charter School network and technology equipment.

- General Use:
  - Report any problems with a school device, network, or other system to the teacher.
  - Stay on task and follow directions of Bridges Charter School site and school staff.
  - Device sound is to be muted at all times during instruction, unless

- otherwise directed by a teacher.
- During instructional time, all devices are to be used only for academic purposes. Students are not to access movies, games, or non-academic websites during class time unless granted permission by a teacher.
- Do not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
- It is important to log off the device at the end of every session so another user cannot use passwords that are not their own.
- Digital Citizenship:
  - Students are expected to follow all copyright laws. If there is a question regarding copyright, please consult with the teacher.
  - Academic honesty is expected per Bridges Charter School Board Policy 5131. Students are to complete their own work, referencing sources as required.
  - Students are responsible for their Bridges Charter School account, and are not to access another individual's account. Students are not to impersonate, spoof, or otherwise pretend to be someone else online. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
  - Students are responsible for using appropriate language, both in class and online. This includes sending hateful or harassing email, making discriminatory remarks about others, and engaging in bullying, harassment, or other anti-social behaviors.
  - Students are not to access another student's device without expressed permission.
  - Anything done on social networking websites should not negatively impact the school learning environment and/or fellow students, teachers, and administrators.
  - Students will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. Do not search, retrieve, save, or circulate images or information about weapons using any Bridges Charter School computer resources unless authorized by school administrator/teacher as part of a school assignment.
  - It is both unsafe and not recommended to post any personal information about oneself or others online, including but not limited to: name, address, phone number, or school. Do not post photos of others with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

## **Classroom Devices: Logging In, Connecting to the Network, and Basic Troubleshooting**

In cases where a student is required to login to a device or system, each student is expected to utilize his/her individual, school-provided username and password to access equipment owned and maintained by Bridges Charter School. Should a student forget his/her username or password, the student is encouraged to ask one of his/her teachers to retrieve it.

School-owned devices are pre-configured to automatically connect to the appropriate Bridges Charter School Ethernet or WiFi network. Should devices not automatically connect to the configured network, students are encouraged to speak with the teacher regarding obtaining a temporary replacement device and/or further instructions.

Bridges Charter School makes every reasonable effort to ensure classroom technology stays in proper working order. Nonetheless, the nature of modern technology lends itself to occasional down time. In the interest of best supporting classroom instruction, the following basic troubleshooting tips are provided.

- If the device will NOT power on:
  - Ensure device has been charged or is plugged into a power outlet.
- If the student is unable to login to the device:
  - Ensure the CAPS lock is not turned on.
  - Check the student's username and password combination to ensure appropriate one is being used. Each student's teacher may print a copy of student passwords for Windows-based devices, Google Apps, and Q Student Connect via the Q Reports screen.
- Peripherals not functioning properly:
  - Is the peripheral plugged into the device?
  - Unplug the peripheral from the device, wait 10 seconds, plug the peripheral back into the device.
  - Plug the peripheral into a different port on the device (if available).
- When all else fails, try rebooting the device.

## **Classroom Technology Devices**

### **Guidelines for Device Distribution and Return**

Each Bridges Charter School classroom teacher will, at his/her discretion, implement and communicate the device distribution and retrieval rules and expectations for the classroom. Students will:

- Exercise care when removing and returning devices to the designated classroom storage cupboard.

- Exercise care when unplugging a device from its power cord.
- When returning a device, utilize the device's designated cupboard device slot and plug in the device's individual power cord.
- Return the device at the end of a class session or at the discretion of site and school staff members. If a student refuses to return a device, it may be reported stolen.
- Do not modify the hardware, security measures, or software loaded on the device.

### **Parent and Student Liability for Classroom Devices:**

Students are expected to treat school and classroom devices with the appropriate care and respect. As applicable, Bridges Charter School student behavior policies will be enforced regarding any damage to school or classroom devices. Damage includes, but is not limited to: broken screens, cracked casing, inoperability, water damage, etc.

### **Cell Phone Policy**

ALL student cell phones must be turned off and out of site once a student enters the gates/campus in the morning and remain off until 3:00 pm or until exiting the gates in the afternoon unless explicit permission is given by a teacher or an emergency situation arises. If a student is in violation of this policy their phone may be confiscated by a teacher or a staff member and held in the office until the end of the day. The electronic device will be released to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed. Repeat offenses may result in the student being banned from bringing their device to school.

**PROHIBITIONS ON AUDIO RECORDING** - Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

**EXCEPTIONS** - With prior approval of an administrator, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP
- The use is at the direction of a teacher for educational purposes
- The use is determined by the principal to be necessary for other special circumstances, health related reasons, or emergency.