Bridges Charter School	Board Policy- **Acceptable Use & Internet Safety**	
Policy Number: BP6163.4	**Adopted:** 8/21/2017	**Revised:** 12/03/2018 2/12/2024

Bridges Charter School believes that learning best results from the continuous dynamic interaction among students, educators, parents, and the community at large. The Board of Directors recognizes the need to prepare students for careers that involve technology, and the need to expose students to digital tools that enhance collaboration, creativity, communication, and cooperation.

To this end, Bridges Charter School provides a wide range of technology resources for student use within the classroom, and has adopted a policy to reinforce responsible use of technology for students. 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 Go Guardian, a filtering system to track and monitor all computer and Internet use on the school's network. This platform allows teachers the ability to view student internet use in real time. Further, through safe guards, student accounts are prohibited from accessing content that is inappropriate for school. Bridges Charter School educators can request that a specific site be blocked or unblocked by contacting the Assistant Director.

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 therefore the student's responsibility to report any inappropriate site to the teacher. Further, Bridges Charter School includes, as part of the curriculum in grades 3-8, lessons in digital citizenship and acceptable use. This policy assumes that students review the Acceptable Use Policy annually with parents and understand the implications of inappropriate online conduct.

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).

Academic honesty: Academic honesty is expected per Bridges Charter School Board Policy 5131. Students are to complete their own work, referencing sources as required, and plagiarizing will be subject to disciplinary action including receiving a "0" on an assignment, or failing a class.

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. Should students not follow the behavior guidelines outlined in this policy, there may be disciplinary action as outlined in the student handbook.

When using school issued email accounts and devices, students should:

o Report any problems with a school device, network, or other system to the teacher.
o Stay on task and follow directions of Bridges Charter School site and school staff.
o Mute devices all times during instruction, unless otherwise directed by a teacher.
o During instructional time, use 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.

oNot 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.

o Log off the device at the end of every session so another user cannot use passwords that are not their own.

oFollow all copyright laws. If there is a question regarding copyright, students should consult with the teacher.

o Only use their individual accounts. 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.

o Use appropriate language, both in class and online. Inappropriate language is not acceptable on or off campus using school accounts or devices. This includes sending hateful or harassing email, making discriminatory remarks about others, and engaging in bullying, harassment, or other anti-social behaviors.

o Understand that anything done on social networking websites that negatively impacts the school learning environment and/or fellow students, teachers, and administrators may be subject to disciplinary action.

o Not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. Additionally, students cannot 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.

Bridges Charter School recognizes and instructs students that 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. Students should 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 the case 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 downtime. In the interest of best supporting

Guidelines for Device Distribution and Return of Classroom Devices

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. If a device is lost or declared damaged as a result of non-accidental use, the student will be responsible for the cost of replacement.

Cell Phone Policy

ALL student cell phones must be turned off and out of sight 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/device 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 administration ~~the principal~~ to be necessary for other special circumstances, health related reasons, or emergency.