



HAWTHORN SCHOOL ACCEPTABLE USE OF TECHNOLOGY

The use of electronic devices is now a part of daily life for most students. These devices can help student learning and engage students in the classroom. Our school uses electronic devices such as computers, interactive whiteboards, tablets and other mobile devices when needed to enhance academic achievement and help motivate students. Through the use of the school's network, access to learning resources and applications (apps) help all students meet learning objectives. In addition to school devices, personal electronic devices (“PEDs”) provide an effective communication tool between parents/guardians and students.

To help protect all students, proper use guidelines and practices for these devices must be established, followed and monitored.

All parents/guardians must sign an Acceptable Use of Technology Agreement prior to students being permitted to use/access technology and online resources at school. The purpose of the agreement is to:

- Ensure students and parents/guardians are aware of the conditions under which students are permitted to use technology;
- Outline expectations and responsibilities of students and appropriate and inappropriate use of technology.

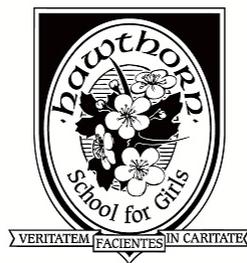
We ask parents and guardians to monitor use and to discuss these regulations and the proper use of technology with their children and we thank you for your support.

DEFINITIONS

Online / “Cloud Services”

Some online tools and apps are referred to as “cloud services”. This means that students will store saved work online. Using cloud services, or online resources, will allow students to work on projects outside of school time. Hawthorn School uses the Google suite for Education. Students regularly use the Google platform to gain access to online resources and applications, for which they use their own gmail accounts.

Computer Access



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Students are provided with a username and password to access the school's computers and network as required. Access to the school's technology is a privilege, as such it's improper use may result in withdrawal of access privileges or other penalties.

A Safe and Caring School

All students are expected to abide by the school's Code of Conduct when using technology, accessing the Internet and interacting online.

Internet Access and Filtering

Hawthorn School provides Internet access for teaching and learning. The Internet contains a wealth of educational material for the classroom but can also contain material that is not appropriate. Hawthorn School filters web sites believed to be inappropriate for students. The School cannot and does not guarantee that inappropriate material can be completely filtered.

Email

Students should have their own gmail account which can be used for school purposes, including but not limited to: creating and accessing documents, presentations, and other assigned work.

Social Media

Hawthorn School recognizes that social media (e.g., Facebook, Instagram, Twitter, MySpace, etc.) is a tool that can enhance communication between home and school and with the public. Use of social media is governed by the "Social Media Access Agreement".

Portable Devices

The use of portable electronic devices (e.g., iPads, iPhones, laptop computers) is now part of daily life for most students. These devices promote student engagement, creativity and learning. Hawthorn School has sets of devices available for classroom use. According to the policies outlined in the "Student Handbook", students are only able to use their own portable electronic devices at school, in accordance with consistent, school-wide guidelines as determined by the school administration and staff. This Acceptable Use of Technology Agreement applies, whether a student is using a school-owned or personal device.

GUIDELINES



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- A. Technology, is to be used for educational activities and learning, and for other purposes as permitted by the school administration.
- B. The use of personal devices (e.g., student-owned iPads, cellular phones, laptop computers) during class time should be for educational purposes only, in accordance with consistent, school-wide guidelines and practices as determined by the school administration and staff. The current policy is that no personal devices, including cell phones and laptops are permitted except by special permission. Please note that school field trips are considered class time.
- C. Students must follow all school policies when using technology and treat others with respect at all times.
- D. Portable electronic devices are not permitted at any time in rooms where exams are being written.
- E. In general, the use of personal devices is not permitted in K-12 classrooms, except in circumstances where their use is required to support the documented learning needs of individual students. The determination is made by the school administration, in consultation with appropriate staff.

The following is not permitted:

- Attempting to gain access to someone else's information or account without permission;
- Sharing or posting personally identifiable information (such as phone number and address) online;
- Meeting in person with anyone met online without parent awareness and permission;
- Breaking copyright or license use agreements; copying ideas, work or writings done by another person or source; and
- Engaging in an activity which may be considered to be bullying or intimidation of others or engaging inactivity which is disruptive to the school environment.
- Possessing, viewing, sending or sharing pictures, video or audio information having containing sexual, vulgar or obscene, violent or threatening content on school grounds, school events or school buses shall be prohibited and may result in appropriate disciplinary action and/or confiscation of the PED. NOTE: A message is considered obscene or vulgar if it is perceived as such by the recipient.
- Transmitting school materials for unethical purposes, such as cheating.
- The willful or deliberate jeopardization of the integrity of the school equipment, network, programs or other stored information.
- The use of school technology for personal or corporate profit.



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- Any activity which may be in violation of the School Code of Conduct or other School rules.

EXPECTATIONS

Student users are expected to:

- A. Behave as they would in any other environment where they represent their school. Students are to conduct themselves in a responsible, ethical and respectful manner in accordance with the Hawthorn “Student Code of Conduct”
- B. Ensure that any personal devices brought to school are left in their locker and proper action is taken such as turning off ringers, so that a personal mobile device is not disruptive in any way.
- C. Keep usernames and passwords private and respect the privacy of others;
- D. Use all technology responsibly and not abuse or deliberately damage equipment or networks;
- E. Be responsible for their own mobile devices. The school is not responsible if a personal device such as a cell phone or iPad is lost, stolen or damaged;
- F. Immediately report any safety or security problems, or any inappropriate or uncomfortable situations involving technology; and,
- G. Respect information/media obtained on the Internet by including references/citing the correct source.

Monitoring and Access

Staff may access school-provided student computer accounts and communications for assessment purposes, to maintain system integrity, and to ensure students are using the system responsibly and safely.

Consequences

Use of technology resources including networks, computers or mobile devices and the Internet is a privilege that can be restricted or denied at any time for misuse or abusive conduct. Students may be subject to disciplinary action for using technology in violation of school policies, up to and including suspension.



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Technology Acceptable Use Agreement

PARENT/GUARDIAN

I have reviewed the policies outlined in the Agreement and understand that my child will be responsible for following the guidelines when using electronic devices during school and class time. I have read and discussed the guidelines with her and she understands the expectations and consequences for not using technology in an acceptable manner. I understand that if I want to remove my consent for all or certain activities at any time I will need to contact the school administration.

PARENT NAME: _____

PARENT SIGNATURE: _____

DATE: _____

STUDENT

I understand and will follow the guidelines for use of electronic devices during school and class time. I understand that I could lose my technology privileges by breaking the Acceptable Use of Technology Agreement and, based on my school's Code of Conduct, disciplinary action may be taken.

STUDENT NAME: _____ GRADE _____

STUDENT SIGNATURE: _____

DATE: _____