

Parent & Student Technology Information

The Hillside School

2697 Brookside Road

Macungie, PA 18062

610-967-3701

2018 – 2019 School Year

**Computer, Network, Internet, Device,
& Media Use Policies**



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Acceptable Use Policy

The following Acceptable Use Policy encompasses all of the information and regulations governing the use of the school's computers, devices, network, and other computer or network resources.

Students, faculty, and staff at The Hillside School are given access to a variety of valuable instructional technology tools and Internet access in classrooms, offices, the computer lab, and the library media center. In accordance with The Hillside School policies and instructional goals all members of the school community are required to abide by the school computer use regulations.

We view our role as partners with parents and students and as such expect responsible use of computers to be a goal of all members of the school community including parents, teachers, students, administrators, staff, and guests. It is our intention to continually monitor and guide computer use for educational purposes only and that students using the Internet will be supervised at all times. To the extent practical, steps will be taken to promote the safety and security of the users of The Hillside School online computer network. A filtering system has been put into place to block or filter Internet or other forms of electronic communications and to block or filter access to inappropriate information.

The Hillside School will educate all students about appropriate online behavior, including interaction with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

To this end we request that all parents read this policy, make sure that they understand it, and explain it to their child. Parents and children are required to sign the enclosed form and return it to the school. In addition, all teachers, administrators, and staff must also sign this agreement to use the school's computer, peripherals, and network.

Acceptable Use:

The Hillside School encourages use of school computing devices, network, and the Internet to enhance student learning. All use of computers must be in support of the school's mission, philosophy, educational objectives, and high professional standards, as well as meeting the varied instructional needs, learning styles, abilities, and the developmental level of the students.

User Responsibilities:

Students are responsible for using technology tools according to the instructions and direction provided by their teachers, their parents, and the regulations in this policy. Students will only use the login credentials (username and password) provided to them by the school and will not log on using another individual's login. Students are prohibited from using or attempting to obtain another user's login credentials or from telling others about their login credentials.

Students, teachers, and staff will do their utmost to protect the assets of the school and will attempt to avoid wasteful use of resources (i.e., unnecessary printing). Students are prohibited from playing games on school computers and devices unless they are educational games residing on that device or when the student is directed to use an educational game(s) by a teacher or staff member.

Teachers are responsible for providing clear directions and rules for students using the technology under their supervision.

All school staff members will be responsible for assisting students in developing the ability to discriminate between appropriate and inappropriate sources, to choose resources suitable for their age/developmental/educational level, and to use that information to meet the educational goals set for them.

All users are responsible for respecting the rights of every other user at the school and on the Internet. Any user with knowledge of a violation of these regulations is responsible for reporting it to a school staff member. If a user receives any threatening or otherwise inappropriate communication he/she is expected to report it to a teacher or school administrator. Students and staff are also responsible for following federal, state, and local copyright laws.

Teachers and staff members may issue other computing rules to be followed while a student is under their supervision. These rules are in addition to the rules stated in this acceptable use policy.

All users acknowledge that all data created, located, or stored on school computers and networks is the property of The Hillside School and that no user should have any expectation of privacy.

All users are responsible for using the school's computing equipment and networks in an ethical and legal manner in accordance with school policy, and local, state, and federal law.

The Hillside School Responsibilities

The Hillside School has the responsibility to protect all users of the school's computing devices and the assets of the school. To ensure these protections the school reserves the right to deny access to any user who violates the Acceptable Use Policy or other school regulations.

Privileges

Use of The Hillside School's computers, network, and other computing devices is a privilege provided by the school. This is a privilege, not a right, and any misuse can result in the cancellation of those privileges and disciplinary action by the school.

Consequences for Policy Violation

Inappropriate, illegal, unethical, or unacceptable computer or network use by any member of The Hillside School staff, administration, or students may result in the revocation of privileges, disciplinary procedures, or possible notification of legal authorities in any case where local, state, or federal laws are violated.

Vandalism

Students and staff members are not permitted to make any unauthorized modification to any school computers, devices, or network. They may not make changes to any other user's data or computing devices. Students may not install any software on any school device.

Policy Agreements

Please read all of the following sections and then sign the enclosed form.

COMPUTER, NETWORK, & INTERNET ACCEPTABLE USE POLICY For Students

- Students are responsible for appropriate behavior while using computers. The use of school computers is a privilege that may be taken away if the student uses computers, computer devices, peripherals, network, or the Internet improperly or causes damage to computer hardware or software.
- Material that is not conducive to the education mission or is objectionable for students will be removed from school computers.
- No student may use any school or personal computer equipment or access the Internet without the supervision and specific permission of a faculty member.
- Computers are only to be used for schoolwork as directed by the teacher or staff member.
- Students will never give out personal information such as name, age, address, or home/cell phone numbers when using the Internet.
- The Hillside School has the right to review or monitor all activities, e-mail, correspondence, and material created by students on school computers or while using school devices.

- Improper use of school computing devices or the Internet may result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the school administration.
- Students will not attempt to access the school network using their personal devices or to access the Internet on their personal device(s) via wireless connection to an Internet Service Provider (i.e., Verizon, AT&T, etc.)

The Hillside School reserves the right to install hardware and/or software to monitor the actions of individual users in order to determine whether or not those actions are in compliance with school policy. School administrators have a right to view, delete, or alter anything stored within the school computer systems.

***COMPUTER, NETWORK, & INTERNET
ACCEPTABLE USE POLICY
For Parents/Guardians***

I understand that although every effort will be made to avoid exposure to inappropriate materials, such exposure may inadvertently occur and I will not hold The Hillside School responsible. With that awareness I affirm the educational benefits of Internet use and agree to my child's participation.

MEDIA USE POLICY

Print Material and Website Options

Throughout the school year there will be opportunities for your child to have their image captured in photographs and videos. The Hillside School may wish to include your child's image in photos or video, in promotional materials, newsletters, the school yearbook, advertising, or on our website.

STUDENT OWNED DEVICE POLICY

As technology evolves many of The Hillside School students are bringing their own personal technology devices to school. This policy covers the use of these devices by students.

Students may use their own personal devices including but not limited to Smartphones, laptop/notebook computers, iPads, iPods, etc. for educational purposes only while under the direct supervision of their teacher or another Hillside School staff member or administrator. Devices **must** be labeled with the child's name. The school is not responsible for student owned devices.

Student owned devices will not be permitted to access the school Wi-Fi in order to keep the school network resources available for school owned devices. If your child needs to download any books, applications, and/or programs it should be done at home.

Students are **not** permitted to:

- connect to the school internet/Wi-Fi or through 3G or 4G connections provided through a cellular carrier at any time during the school day while at The Hillside School, while waiting for their bus, or during lunch or recess.
- print to a school printer.
- take pictures or videos of any other students.
- use their phone to make phone calls or text. All calls must be placed on school phones with the permission of a school staff member.

Improper use of a student owned device may result in the removal of the device, which will be held by the school administration and will be turned over to the parent/guardian. Any student who violates these rules may lose the privilege of bringing their device to The Hillside School. Severe infractions may result in suspension or jeopardize the student's continued enrollment.

IMAGE & VIDEO ETIQUETTE POLICY

There are members of The Hillside School (including parents of students and some staff members who have requested that their likeness (in still images or video) not be taken or used by anyone associated with The Hillside School. While we understand that using images and videos can enhance the education of our visitors, our students' and staff members' privacy is a priority to the entire school community; therefore, anyone who is not a staff member is strongly discouraged from taking photographs or filming videos.

This would include taking any type of picture or video using any type of device including, but not limited to cameras, phones, video cameras, computers, tablets, iPads, iPods, etc. No one is permitted to use any photos or videos copied from The Hillside School website.

For further information please contact the Head of School at 610-967-3701.

Please keep this booklet for your reference. Rules regarding technology will continue to evolve as technology continues to develop and we integrate these advances into our school.