American Renaissance School
Required Network Use and Internet Safety Policy

1. Purpose
The network services provided by American Renaissance School are an integral part of the learning process. Students will use the Internet and other network resources to access educational resources, to present information, and to work collaboratively with peers and experts globally. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. Users assigned personal devices must agree to and sign a student/parent laptop user agreement in addition to this required use policy.

2. Required Use Policy
These services are provided as a necessity in the learning process to the user and this Required Use and Internet Safety Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

3. Access
There are networked computers (networked meaning the computers that are connected to the Internet, server, personal and shared folders) accessible to students in classrooms and from mobile carts, as well as assigned personal laptop computers at designated grade levels. Network access in school buildings is filtered and monitored in accordance with CIPA requirements. The school is not responsible for network access obtained off school property and cannot be held accountable for the filtering or monitoring of material while devices are connected through other network connections. It is the responsibility of the user and parents/guardians to monitor these activities.

4. User Responsibilities

- Users will use technology for school-related purposes only while refraining from use related to commercial, political, or other private purposes. Network activities are not guaranteed to be private. All activity is monitored and those who maintain and operate these systems have access to history and all mail and may report unethical or illegal activities to the appropriate authorities.
- Users will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet connection. Files stored and information accessed, downloaded, or transferred on school-owned technology are not private.
- Users will follow copyright laws and should only download/import music or other files to a school owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Users will give appropriate bibliographic citations for all information obtained via the Internet.
- Users will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying such as personal attacks and/or threats on/ against anyone made while using school owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Please also refer to the bullying policy in the student handbook. Rules of netiquette should be followed conducting oneself in a responsible, ethical, and polite manner.
- Users will not share passwords or attempt to discover other user's passwords. Sharing a password could make you liable if problems arise with its use and is subject to disciplinary action. • Users will not tamper with computer hardware or software, attempt unauthorized entry into computers, or attempt willful vandalism or destruction of computers or computer files.
- Users will not download and/or install any programs, files, or games from the Internet or other sources onto school owned technology without consent from an administrator. This includes the intentional introduction of computer viruses and other malicious software.
- Users will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.

- Users will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators and teachers. Specifically, all school owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

5. Personal Safety

- Users should use only their account and password and keep the password private (when such measures exist).
- Users should not reveal identifying information, files, or communications to others through email or by posting to the Internet. Users should not reveal their home address, full name with image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only when necessary.
- Users should report to an administrator or teacher any security problems or information that makes the user uncomfortable.
- Students will be required to participate in classroom activities that will educate them about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- Students are not allowed to use personal email for any reason unless a teacher is present and designs the email activity as part of a class activity. ARS student email should be checked daily.

6. Inappropriate Use

- The network account holder is held responsible for their actions and activity within their account.
- Unacceptable uses of the network will result in a detention and/or the suspension or revoking of these privileges. Students will be referred to the principal, possibly for additional disciplinary measures.
- Software is installed on all computers that allows administrators to monitor student activity. Please report any questionable actions or material to a staff member immediately.

My student has read the Required Use Policy with me, understands it, and agrees to comply with its procedures. They agree to only use the Internet with the permission and supervision of an authorized school staff member. They understand that if they do not use the Internet and Network appropriately, they may lose the privilege to use it. As the parent or guardian of this student, I have read and discussed the Required Use Policy with my child. I understand that this access in American Renaissance School is intended for educational purposes and that student users will be provided with supervision in using it. I also understand that since the school cannot control all the materials on the network, I cannot hold them responsible for inappropriate materials found on it. I also understand that Internet access gained off school property is not filtered or monitored and is the sole responsibility of the parent and student.

Enter Full Name: _____ **Date Signed:** 8/19/2019

1:1 Device Program
Student and Parent Agreement

American Renaissance School provides 1:1 iPads for students in grades 4-5 and Chromebooks for students in grades 6-8. These devices are provided to students for educational use only and remain the property of the school. Devices may be taken and inspected at any time, and students should have no expectation of privacy. Access to the devices may be revoked at any time due to inappropriate use or abuse.

Cases (iPad Only)

Your iPad will be issued to you with a school-owned case already installed. You may not remove this case for any reason. You may not draw or place stickers on the case. You may not purchase and use your own case. Do not remove any labels or stickers that are attached to the case when you receive your iPad. Case damages are not covered by insurance, and you may be billed for damages beyond what the school deems "reasonable wear and tear."

Software & Content
You do not have access to the App Store or Play Store to install apps. All software required for class will be installed automatically. You are not permitted to install or remove any software on the iPad. You may only install iOS or ChromeOS updates when instructed to do so. You may access media and ebooks; however, content must be school-appropriate and legally purchased.

Hardware
Your device comes with a charger cable and a charger brick. Keep your device, charger cable, and charger brick in clean and working condition. Do not place them in compromising situations that may cause loss or damage. Take steps to ensure that your device and charger will remain safe and functional. Handle the cable with care, as Apple cables are notoriously fragile.

Insurance
All devices are covered by an accidental damage insurance policy. This policy does not cover loss, theft, or misplacement. All damage claims must be turned in to the Technology Director immediately. In the case of an event that is not covered by our protection policy, the family will be responsible for the full cost of repair or replacement. A $50 repair fee will be charged for each covered incident.

Assignment
You will be assigned the same iPad each year in grades 4-5 and the same Chromebook in grades 6-8. You may eventually get the option to purchase your assigned device, so keep it in good working order. The device is assigned to you for educational use by you and your parents only. Do not loan your device or charger to anyone.

Apple ID (iPad Only)
An Apple ID is strongly recommended so that you may store and backup data to iCloud. You may use a managed Apple ID issued by the school or a personal Apple ID set up at home.

Care
You may clean your device with a microfiber cloth. Do not use cleaning chemicals of any kind as it may damage the surface of your device. Do not use your device in compromising or dangerous situations. Do not leave it in places where it may be accidentally damaged, such as on a sofa or chair where someone may accidentally sit on it or on the edge of a table where someone may accidentally knock it to the ground. Do not stack items on top of your device or place it in the same bag / pocket as other heavy items that might damage it. Do not place it on the floor where someone may step on it. The device is your responsibility, and it must be kept in clean, working condition.

Accessories
You may purchase and use certain accessories with your device, such as an iPad keyboard or camera connection kit. If you are purchasing an iPad keyboard, be sure that it is not part of a case as you may not remove the school-owned case that comes with your iPad. These accessories remain your property, and the school may or may not be able to provide assistance using or configuring these accessories.

Expectations
4th grade students will keep their iPads in their first period classroom. When you arrive at school each morning, ensure that your iPad is fully charged. Check your email, PowerSchool, and Canvas for any assignments or updates that you may need to be aware of to exhibit Academic Excellence. At the end of the day, you will return your iPad to your first period classroom and plug it in to charge overnight. 4th grade teachers may allow students to take iPads home at their discretion; see the 5-8 expectations below.

5th, 6th, 7th, and 8th grade students will take their devices home. Bring your device to school each day fully charged. Although a fully charged device battery should last all day, you may also want to bring your charger just in case. Arriving to school without your device or with a dead battery is the same as arriving unprepared. Disciplinary action may be taken, and you will have to complete the day's work on paper. You should consistently check your email, PowerSchool, and Canvas to stay on top of your classes and exhibit Academic Excellence.

Loaners
ARS has a limited number of loaner devices available for students whose assigned devices are being repaired. Students who simply forget their iPad at home are not permitted to use loaner equipment. Loaner equipment will not be sent home for any reason.

Backups

The iPads automatically back up to iCloud when plugged in and connected to Wi-Fi provided you have logged in with an Apple ID. You should ensure that information on your iPad is backed up to iCloud or stored in the ARS Google Drive. Chromebooks automatically back up their data to the ARS Google Drive. Your data is your responsibility.

Security
You should take time to memorize your passwords for various school systems and your Apple ID. Do not write down your passwords and leave them in a place where others may find them. Students are not permitted to set lock codes on their iPads. Additionally, teachers may impose additional restrictions and remotely view device screens at any time.

My student and I have read the 1:1 Device Program: Student and Parent Agreement document and agree to the rules and expectations outlined therein. We understand that the device is school property and may be revoked or inspected at any time. We agree to keep the device in clean, working condition and immediately report any damage or loss to the Technology Director. We will not install unauthorized apps or inappropriate content. We understand that while the device remains school property, we are solely responsible for any and all damages that occur while it is in our possession and will be financially responsible for any and all repair or replacement costs.

Enter Full Name: _____ **Date Signed:** 8/19/2019

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