



CARLISLE

Lead. Excel. Succeed.

Technology Acceptable Use Policy Carlisle School · Martinsville, VA

Carlisle School believes that access to technology and technology tools are essential to 21st century students. We are dedicated to providing access to and support of appropriate technology to unlock students' potential and prepare them to become informed global citizens. We envision a learning environment where students and teachers have the technology tools they need to maximize student engagement, provide rich content, and enhance and support learning both in and out of the classroom.

The school's information technology resources, including internet access and campus hardware, are provided for educational purposes. The use of these resources is a privilege and must be treated as such by all users. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher, supervisor, or director to help decide if an activity or use is appropriate.

Carlisle requires students in grades 4 through 8 to bring a MacBook device and grades 9 through 12 to bring either a MacBook, PC, or Chromebook device to school each day in order to access Google Apps For Education, Google Classroom, research materials, and subscription services such as Brainpop, IXL, Accelerated Reader, etc. Cell phones, smartphones, tablets, and other handheld devices are not considered appropriate for Carlisle School's program. MacBook and Chromebook devices leased from the school will be treated as all other Carlisle-owned property.

These policies and guidelines apply to all devices on school grounds or school provided transportation (bus) and applies to all users in Preschool through grade 12. Adherence to these policies and guidelines is necessary for continued access to the school's technological resources:

Network and Hardware Guidelines

Internet

Students may access only the internet gateway provided by the school while they are on campus. Students will not use Carlisle's network, hardware, or software for commercial purposes, product advertisement or political lobbying.

Students will demonstrate good digital citizenship at all times and comply with teacher directions regarding device use.

Warranties/Exception of Terms and Conditions

Carlisle School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Carlisle will not be responsible for any damages suffered by the user. This may include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of the user. Use of any information obtained via the Internet is at your own risk. Carlisle School specifically denies any responsibility for the accuracy or quality of information obtained through this service.

Personal Safety

Students agree to use the resources made available to them for educational purposes only. The student agrees to abide by the following:

- Students will not post personal contact information about themselves or other people on any public website or forum without the permission of a parent and teacher. Personal contact information includes but is not limited to photos, addresses, emails or telephone numbers
- Students will promptly disclose to their teacher or other school employee any messages or emails they receive that are inappropriate

Illegal Activities

- Students will not attempt to gain unauthorized access to Carlisle School's network resources or to any other computer system to go beyond their authorized access. This includes attempting to log in through another person's account or to access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students will not use Carlisle's network, internet access, and/or hardware to engage in any other illegal act or violate the school's Code of Conduct
- Students will not read, move, rename, edit, delete, or in any way alter files that have been created by others unless given permission by the owner to do so, such as a shared document for a class project or documents provided to students for coursework.
- Students will not install or download software unless directed by and under the supervision of a teacher.

- Students will not attempt to alter hardware or software setups on any Carlisle School computer resources without permission and teacher supervision.
- Students will not copy software or any other intellectual property without permission from the creator and/or the proper license.

Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to access them.
- Students will immediately notify a teacher or the campus administrator if they identify a possible security problem with the network or school computers.
- Students will take all precautions to avoid the spread of computer viruses.

Inappropriate Language

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told to stop sending messages, the student will stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Students will not repost a message that was sent to them privately without permission of the person who sent the message.
- Students will not post private information about another person.
- Students will not publish any proprietary school information, including photos of the school or photos from the school website on any public media or social network without written permission of all those involved.
- Students will be aware that electronic mail (e-mail) is not guaranteed to be private. The operators of e-mail systems have access to all mail.

Respecting Resource Limits

- Students will not post chain letters or engage in “spamming.”
- Students will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing application, programs, executables, or anything else unless they have direct authorization from a teacher, it is legal to do so, and it is in support of a classroom assignment.
- Students understand that Carlisle or its representatives may monitor their use of the internet via the NetRef software.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the internet or computers. Students will not copy work from other students to pass off as their own.
- Students will respect the rights of copyright owners. Students will not inappropriately reproduce a work that is protected by a copyright. If a work contains specific language that specifies appropriate use, students will follow the expressed requirements (Creative Commons License, etc.). Student will request permission from the copyright owner if the license is unclear. Students will request the help of a teacher if they are unsure about the fair use of a work.

Inappropriate Access to Material

- Students will not use Carlisle network resources to access or store material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
- Students will immediately tell their teacher or an administrator if they mistakenly access inappropriate information or material and will not attempt to access the information or material again.
- Students understand that internet access is provided for support of classroom assignments, and will not attempt to surf anonymously or modify the computer in any way to allow them access to websites or applications they are not authorized to use.

Personal Laptop, Leased Chromebook and Personal Tablet Use

- Students will bring their device to school with them each day, fully charged and ready for use.
- Students will clearly label their personal devices, chargers, keyboards, etc. with their full name.
- Students will provide their own headphones for use in watching or editing videos, composing music, or in other instances where sound is needed for a class activity.
- Students will share devices only if directed to by their teacher in the event it is necessary to complete group work such as editing a final video for a project.
- Students take full responsibility to keep their devices secure. Carlisle School is not liable for any device stolen or damaged on campus.
- Students will register their personal devices with the school.
- Students will respect the property rights of others and will not damage, deface, alter, or move other students' property.

- Students who lease a Chromebook from the school will abide by all terms and conditions of their lease contract with the school.

Other Personal Electronic Device such as cell phone, smart phones, etc.

- Students in grades 9-12 may use these devices only before and after school, during break, and lunch.
- Students in all grades 6-8 may use these devices only before and after school and during break.
- Students in Lower School may use these devices only before and after school. Devices will remain in their lockers during the school day.
- These devices may be used on school-provided transportation (bus). Any inappropriate use of electronic devices while using school-provided transportation (bus) will result in immediate disciplinary action.
- Teachers have the option to require cell phones to be placed in a collection container for the duration of the instructional period.
- Bus drivers have the option to require devices to be placed in a collection container for the duration of the bus ride if the use of the device is jeopardizing safety.
- When going to the bathroom, middle and upper school students will leave their cell phone with the classroom teacher.
- All students may use these devices with permission from their teacher or study hall supervisor.
- The school cannot be held responsible for any loss or damage to personal electronic devices.

Consequences for violation of these policies related to other personal electronic devices are as follows with no exceptions:

1. First Offense – Device will be taken from the student for the day and may be picked up from the divisional office at 3:00pm. The parents will be notified of this offense by email.
2. Second Offense – Device will be taken from the student for the day and parent must pick it up from the divisional office. The student must also serve a detention from 3:00-5:00 on the first Thursday afternoon following the offense.
3. Third Offense – Device must be turned in to divisional office each morning for the remainder of the year. The student must serve one day of in-school suspension.

Google Apps for Education (GAPE)

A Google Apps for Education (GAFE) account will be required for all students in Grades 4-12. Students will be assigned a username and password by Carlisle School. They will use Google to access class assignments both in and out of school. All homework assignments will be posted to Google Classroom, as well as Parent Portal.

GAFE is an internet-based group of tools similar to Microsoft Office that allows students to create and store documents, access information, study, and collaborate with students and teachers through the internet. Students can access Google Apps for Education while at school, but students can also access the online service outside of school from anyplace that they have access to the internet.

Google provides GAFE free to educational institutions, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The GAFE homepage can be found at <http://www.google.com/enterprise/apps/education/>.

GAFE is a secure website that offers dozens of security features specifically designed to keep students' data safe, secure, and private. In particular, GAFE is governed by a detailed Privacy Policy which ensures that Google will not share or otherwise use personal information. Additionally, Google guarantees that it is in compliance with all applicable U.S. privacy laws. GAFE also maintains a large security team which constantly monitors the network to make sure that students' and teachers' data remains protected and private. For more information about GAFE's Privacy Policy and security features, please access <http://www.google.com/enterprise/apps/education/benefits.html>.

As with any educational endeavor, a strong partnership with families is essential to a successful experience.

This document and the parent information sheet on Parent Portal describe the tools available to students as well as student responsibilities for using GAFE.

The following services are available to each student and hosted by Google as part of Carlisle's use of GAFE:

- Google Classroom - A new tool in GAFE that helps teachers create and organize assignments quickly, provide feedback efficiently, and communicate easily with their classes. Classroom helps students organize their work in Google Drive, complete and submit work, and communicate directly with their teachers and peers.
- Mail - An email account for school use managed by Carlisle School (enabled only for students in 9th grade and above).
- Calendar - A calendar providing the ability to organize schedules, daily activities, and assignments.
- Docs - Word processing, spreadsheet, drawing, and presentation tools similar to Microsoft Office.

- Sites – A website creation tool. Students can create, edit and share files and websites for school related projects.

Using GAFE tools and services, students collaboratively create, edit and share files and websites for school-related projects, and if applicable, communicate via email with other students and teachers.

These services are entirely online and are available 24 hours a day, 7 days a week from any Internet-connected device. Examples of student use include online showcasing of class projects, building an electronic portfolio of school learning experiences, and working in small groups online, both during and outside of normal school hours, on presentations to share with others.

Carlisle School's use of GAFE is solely for education purposes. For that reason, by default, advertising is turned off when students access GAFE.

Consequences for violation of the Technology Acceptable Use Policy may include but not be limited to the following:

- A verbal warning to the student and written notification to the parents.
- Written notification to the parents and after school detention assigned to student.
- Suspension assigned to student.
- Extreme violations may result in the student being separated from the school.

Technology Acceptable Use Policy Agreement

Carlisle School · Martinsville, VA

All students in kindergarten through grade 12 understand and will abide by the terms and conditions outlined in the attached policy. I further understand that any violation of the regulations is unethical, and that violations of some may constitute a criminal offense. Should I commit any violation, my access privileges will be suspended or revoked, and school disciplinary action and/or appropriate legal action may be taken.

Name (please print): _____

User Signature: _____ Date: ____/____/____

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As a parent or guardian of the student named above, I have read Carlisle School's Acceptable Use Policy. I understand access is designed for educational purposes. I recognize it is impossible for Carlisle to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify the information contained on this form is correct.

Carlisle School Google Apps for Education - Permission for Student Email, Online Documents, Calendar, and Sites for students in grades 4-12 (Additional information regarding Google Apps for Education, COPPA and FERPA laws, Google Privacy, and Carlisle School's Technology Acceptable Use Policy is available for review on Parent Portal.)

By signing below, I confirm that I have read and understand the following:

Under Federal laws such as COPPA, CIPA, and FERPA, a student's education records are protected from disclosure to third parties. I understand that Google's servers are secure. However, information that could be considered part of my student's education records may be stored in Google Apps for Education and by virtue of this online environment may be accessible to someone other than my student and Carlisle School. My signature below confirms my consent to allow my student's education record to be stored by Google as part of my student's use of Google Apps for Education. I understand that I may ask for my child's account to be removed at any time.

I give permission for my child to be assigned a Carlisle School Google Apps for Education account. This means my child will receive access to Google tools made available through Google Apps for Education. Parent or Guardian (please print):

Parent Signature: _____ Date: ____/____/____