



# THE GROSSE POINTE ACADEMY

## Acceptable Use Policy for Technology

### Definitions

- **User** includes anyone; employees, students, and guests using Grosse Pointe Academy (GPA) technology, including, but not limited to, computers, networks, wifi, Internet, email, chat rooms and other forms of technology services and products while on the campus of The Grosse Pointe Academy or under school jurisdiction.
- **Network** is wired and wireless technology networks including school networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Equipment** includes cellular phones, PDAs, MP3 players, iPod type devices, portable computers such as Chromebooks/laptops, iPads, desktops, tablets and netbooks, portable storage devices, and all other electronic devices.

The Grosse Pointe Academy (GPA) provides technology resources with a commitment that the educational advantages outweigh the potential for misuse. GPA expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide and facilitate access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

It is one of the technology goals of the school to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology inside or outside of our school that degrades or defames other Users, or members of our community is unacceptable. GPA also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

**Access to GPA's network is a privilege, not a right.** The use of technology whether owned by The Grosse Pointe Academy or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with GPA rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, and The Grosse Pointe Academy. Failure to comply with such terms and conditions may result in loss of access as well as other disciplinary consequences as outlined later in this document or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

Users should have no expectations of privacy on the campus of The Grosse Pointe Academy. GPA reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary, especially

when inappropriate use has been documented.

### **Google Apps for Education**

Google Apps for Education is the term for the overall suite of tools provided for free to educational institutions. Core Google Apps for Education suite includes:

- Google Mail: A secure, dedicated school email address through which teachers can send announcements, and students can collaborate on assignments with one another.
- Google Calendar: Students can organize their schedules and share events and calendars with others.
- Google Drive/Docs: Students can create, edit, and share documents, spreadsheets, forms, drawing tools, and presentations.

The Grosse Pointe Academy and its employees and assignees are not liable for student or staff misuse of Google Apps for Education or for communications via [@gpacademy.org](mailto:@gpacademy.org) issued gmail accounts. The Grosse Pointe Academy reserves the right to delete, freeze, or confiscate [@gpacademy.org](mailto:@gpacademy.org) accounts when those accounts are used in violation of the Acceptable Use Policy or upon graduation or termination of employment or for any reason it deems necessary.

### **Publishing to the Internet**

The Grosse Pointe Academy may publish student works, images or likenesses on the Internet, on the GPA website, social media sites, and elsewhere.

Students agree to respect all work done by others. Students publishing both individual and collaborative work and creative content made for classes taught at The Grosse Pointe Academy may only attribute other students by their first name and last initial.

### **Prohibited Activities**

These are the categories of inappropriate activity on The Grosse Pointe Academy network and GPA reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the GPA network, Users, network or computer resources; 2) that expend GPA resources on content lacking legitimate educational content or purpose; or 3) other activities as determined by GPA as inappropriate.

The following will result in disciplinary action:

1. Illegal use or distribution of copyrighted materials
2. Any action that violates existing Board policy, Student Code of Conduct, or public law
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
4. Use of any messaging services without permission
5. Logging in as another user. Accessing, modifying, or deleting files/data that do not belong to you
6. Sharing personal information or passwords
7. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components)
8. Deliberate attempts to circumvent monitoring/filtering
9. Use of electronic devices for the purposes of cheating or other forms of academic dishonesty

10. Sending or publishing offensive or harassing messages
11. "Hacking" or other illegal activities in an attempt to gain unauthorized access to restricted files, other computers, or computer systems
12. Saving inappropriate files (any file that is not needed for academic purposes or a class assignment) to any part of the school network or school accounts
13. Photographing or recording any member of The Grosse Pointe Academy community (faculty, staff, students, and families) for any malicious purpose.
14. Having inappropriate images, backgrounds, screensavers, or designs on the Chromebook, school computer desktops, or school issued accounts such as gmail.
15. Unauthorized installation or use of software, scripts or code on any Academy owned or controlled computer, network, or other system or device
16. The device must be cared for in accordance with the student/parent/guardian signed Technology Property Agreement.

**Disciplinary issues range from minor to more severe and require the school to remain flexible, yet, fair, when determining appropriate consequences.**

For major infractions including, but not limited to cyber bullying, vandalism, sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, copyright infringement, the school will make decisions based on the circumstances. Depending on the situation, consequences might include parent conferences, detention, suspension, or dismissal from school.

**In the event that any disciplinary steps are necessary, students will still be responsible for all required work.**

### **CIPA (Children's Internet Protection Act) Update/Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

A. Age appropriate materials will be made available for use across grade levels.

B. Training on online safety issues and materials implementation will be made available for administration, staff, and families.

### **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, videos, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

### **Cybersafety and Cyberbullying**

**All Users** - Despite every effort for supervision and filtering, all Users, as well as student parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the

network and make every effort to avoid inappropriate content. Every User must report security or network problems to a teacher, administrator, or system administrator.

**Personal Safety** – In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

**Confidentiality of User Information** – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

**Active Restriction Measures** – The Grosse Pointe Academy will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or ‘get around’ the content filter are strictly prohibited, and will be considered a violation of this policy. GPA will also monitor the online activities of Users through observation and/or other technological means.

**Cyberbullying/Harassment** - The Grosse Pointe Academy reserves the right to maintain a culture and climate that is safe for all learners. Therefore, GPA reserves the right to take disciplinary action for any form of electronic communication, display, dissemination, or storage that threatens, demeans, harasses, or otherwise causes harm to any individual or group, whether or not such actions occurred during school hours. Disciplinary action will only occur after an investigation and will be in accordance with the Student Handbook. When applicable, law enforcement agencies may be involved.

School wide, students in Grades 1-8 will be instructed not only in Internet Safety but also in the tenets of excellent Digital Citizenship. Age appropriate curriculum will be taught to inform students of the forms of Cyberbullying and empower them to take appropriate action as both a bystander and a victim.

### **Interactive Tools**

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher, school, and The Grosse Pointe Academy is not in control of it, all users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provided in this AUP also apply to user-owned devices utilizing the GPA network.

### **Student Use of Interactive Tools**

Online communication and content creation is critical to the students’ learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Documents, Learning Management Systems, classroom blogs, student email, podcast projects, email chat features, back channel discussions, or other Web interactive tools follow all established Internet safety guidelines including:

- Students using such tools agree to not share their personal information including username or password with anyone except their teachers or parents.
- Speech that is inappropriate for class is also inappropriate for web posting spaces.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

**Student Use of Mobile Devices**

- School administration and The Grosse Pointe Academy Technology staff may search the student’s device or devices if they feel school rules have been violated, including but not limited to, audio and video recordings, photographs taken on school property that violate the privacy of others, photographs or video recorded at school sponsored events, or other issues regarding public safety, bullying, harassment, defamation, or cheating.
- These rules apply to student-owned devices as well. Students may use the student-owned mobile devices in class only with the teacher’s expressed permission.

**Student Supervision and Security**

The Grosse Pointe Academy provides content filtering controls for student access to the Internet through the GPA network, as well as reasonable adult supervision. Inappropriate, objectionable, or offensive material may occasionally become accessible due to technical limitations or failures. Students will be held accountable for any deliberate attempt to circumvent or defeat any content or filtering controls.

Students using mobile and cellular devices while at school or during school sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use as applied in the Student Code of Conduct per the Student Handbook.

I have read, understand, and accept the terms of this Agreement.

\_\_\_\_\_ Guardian Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Printed Student Name

\_\_\_\_\_ Grade