



## RENAISSANCE ACADEMY TECHNOLOGY POLICIES

Please note: All of Renaissance Academy's communication is done via electronic mail. We remind all students/parents to check their email on a daily basis.

Use of the Internet is determined to be a privilege and not a right of Renaissance students. As such, Internet usage will be regulated.

Renaissance respects the right of parents/students to use social media and networking sites, message boards and forums, as well as personal websites and blogs. It is important, however, that the use of these sites does not damage the reputation of the school, its administrators, faculty, employees, other students or their families.

If what is posted inside or outside of the school results in the disruption of normal school operations and detrimentally impacts another student, a family, a faculty or staff member, the school and/or the school's reputation, the administration will pursue disciplinary action.

The school administration has the right to pursue legal or civil avenues for on-campus and off-campus Internet use that disrupts the learning environment or is contrary to the principles and teachings of Renaissance Academy.

Renaissance does not intend to police websites, personal blogs, or social networking sites outside of the school. However, if sites are brought to the attention of the school administration by students, parents or other individuals, the school reserves the right to address the behavior in accordance with school policies, as well as civil laws.

- Parents/students should set appropriate boundaries for their online behavior; even personal communications reflect the school.
- Parents/students should carefully review the privacy settings on any social media and networking sites and exercise care and good judgment when posting content and/or information.
- Students may not access social media or networking sites through the school's network.
- Parents/students must never pretend to be someone else when they post. Tracking tools enable an anonymous post to be traced back to the author.
- Parents/students shall avoid defamatory statements about the school, its administrators, employees, students or students' families.

- Parents/students shall not make statements that are discriminatory, sexually explicit or include offensive language.
- Parents/students shall not post rumors, slander or threats of violence; cyberbullying is never allowed.
- Parents/students shall not access, post or distribute obscene or pornographic materials.
- Parents/students shall not disclose any confidential information of the school or any individuals, including students and their families.

If Renaissance believes that a student has violated this policy, the student may lose access to the Internet, school network, and/or technological equipment. Additionally, other disciplinary action, including dismissal, may be taken as determined appropriate by the administration. If applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

*Parents will be held accountable to this policy. The administration will address violations in a manner appropriate to the violation; this may include removal from the school; and, if applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.*

### **Device Responsible Use Policy**

All iPads/Laptops/Desktops/Kindles remain property of Renaissance Academy. All applications (apps), files and documents stored on the devices are the property of Renaissance Academy. Renaissance reserves the right to confiscate and search a device a student is using to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, removal of content, and loss of the privilege to use the device(s). In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Renaissance is not responsible for the financial loss of any personal files that are deleted.

### **Student Responsibilities:**

#### **Caring For Devices**

- iPads and Kindles are to remain in their cases at all times.
- The screens are made of glass and therefore are subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the devices. Damaged Screens will incur costs of up to \$250, which the student is responsible for paying.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the device screens.
- Defacing of the devices, in any way is prohibited (stickers, markers, etc).
- Do not subject the devices to extreme heat or cold (do not store in vehicles).
- If students leave a loaned device at home, they are responsible for getting any assignments or coursework completed as if they had the device present. Spare devices will not be available to students who forget to bring their borrowed device back to school.

### **Safeguarding and Maintaining as an Academic Tool**

- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
- Students are to follow device check out procedures and the whereabouts of the device should be known at all times. It is student responsibility to keep the device they have checked out safe and secure. Devices checked out by other students are not to be tampered with in any manner. If a device is found unattended, it should be given to the nearest faculty/staff member.

### **Lost, Damaged, or Stolen Devices**

- If a device is lost, stolen, or damaged, the Main Office must be notified immediately.

*Devices that are believed to be stolen can be tracked through the MDM (school's management program). Lost devices that cannot be recovered are capable of being remotely wiped. The student is responsible for the full cost for replacing a device that is lost, stolen, or damaged.*

- Devices are subject to routine monitoring by teachers, administrators, and the technology staff. The Renaissance staff will periodically monitor device wireless activity. If the acceptable use policy is violated, the device will be confiscated, and the student will lose the privilege to use Renaissance devices.

# Renaissance Academy

## Responsible Use Agreement

**ACCEPTABLE USE POLICIES OVERVIEW:** There is no limit to the information that can be obtained via the Internet, and we feel it is especially helpful to students for various research and information gathering purposes. At Renaissance Academy Charter School, we encourage our students to find information ‘online’ for many different projects, not only helping them learn a particular subject, but enhancing their knowledge of the different ways to find information when necessary. In today’s world, the Internet is a central point of communication and information in both business and home life. We feel our students are gaining important real-life skills by utilizing this technology and developing a better understanding of digital citizenship.

Renaissance Academy Charter School understands that there is much questionable and/or inappropriate content available on the Internet and strive to make it a ‘safe’ place for our children. We make use of both Internet browser parental controls, and the observations of staff members to ensure that the Internet is used in a positive way. Please note that while we practice methods of supervision when children are online, no methods are 100% guaranteed, and all require the cooperation of the user. Renaissance Academy requires students to make a commitment to conscientious and responsible behavior online and whenever using technology for school.

**MANDATORY REVIEW BY PARENT/GUARDIAN AND STUDENT:** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines each school year. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the School’s Student Responsible Use of Technology Agreement (Responsible Use Agreement) as part of the annual process, which includes signing and submitting parent and student signatures at the beginning of each school year acknowledging acceptance of the agreement.

**STUDENT USE EXPECTATIONS:** The school's technology resources are provided for educational and instructional purposes; always consult your teacher if you have any doubt about whether a contemplated activity is acceptable.

In order to maintain your school technology privileges, you must agree to the following items:

**RESPECT AND PROTECT THE INTEGRITY, AVAILABILITY, AND SECURITY OF ALL ELECTRONIC RESOURCES BY:**

1. Observing all Renaissance Technology Policies, Internet filters and security practices.

2. Reporting security risks or violations to a teacher. Should any student or staff member receive unsolicited contact from an individual online, that person should immediately contact the adult in the classroom or notify the school's administrator
3. Not destroying or damaging data, equipment, networks, or other resources that do not belong to you, without clear permission of the owner, (not hacking, uploading, downloading or creating computer viruses, sending mass emails, or causing a disruption to electronic services).
4. Students must treat all electronic equipment provided by the school with respect, as it is the school's property, and shall regard the equipment with utmost care.
5. Students are not allowed to modify or personalize settings, unless directed and approved by the computer teacher.
6. Immediately notifying a staff member or administrator of computer or network malfunctions.

Students and staff should also safeguard their personal information, not giving out information such as their name, address, phone number or other information to anyone online. If a student encounters a site or a solicitation that asks for this information, they should, again, immediately contact the adult in the classroom or the school's administrator.

**RENAISSANCE ACADEMY CHARTER SCHOOL PROHIBITS THE USE OF ITS INTERNET ACCOUNTS FOR THE FOLLOWING REASONS:**

1. Access, upload, download or distribution of obscene, hateful, pornographic or sexually explicit material;
2. The transmission of abusive or sexually explicit language;
3. The violation of any local, state or federal laws;
4. The vandalism, damage or disability of the property of another person;
5. The transmission of offensive, defamatory, harassing, or unkind material to other users;
6. The accessing of another person's files without the permission of that person, unless such files are shared in a collaborative effort;
7. The use of copyrighted material without prior approval;
8. Downloading commercial software or any copyrighted materials, unless this download is covered or permitted under a commercial agreement or other such license;
9. Copying material (Plagiarizing) without the proper cite notation.

10. Use of the camera to take inappropriate photographs or videos, nor to embarrass anyone in any way. Any use of cameras in restrooms, regardless of intent, will be treated as a serious violation.

Parents should note that it is possible for students to purchase goods and services via the Internet, and that these could result in unwanted financial obligations to the family. If the school's Internet account is used for unauthorized financial transactions, the school shall not be held liable for payment of such transactions.

Renaissance Academy Charter School believes it is the responsibility of the staff, student and family, working together, to guide the use of the Internet by the child for educational purposes, and lay the foundation for becoming a responsible digital citizen.

**CONSEQUENCES FOR VIOLATION:** Failure to comply with these guidelines will result in sanctions ranging from disciplinary procedures such as verbal and written warnings, through to dismissal. Should a child be discovered accessing inappropriate information on the Internet, their privileges shall be suspended for a period not to exceed one school year.

Renaissance Academy Charter School will provide a copy of this Internet Acceptable Use Policy upon request.

I/We have fully read this policy and agree to all terms:

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Student Name

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Signature

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Date

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Parent / Guardian Name(s)

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Signature(s)

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Date