

Acceptable Use of Technology Policy

INTRODUCTION

Sreenidhi International School is committed to the goal of integrating digital technologies into the learning environment and providing internet access on the School's network for all Grade 4 to 12 students across its campus to be used for educational and communication purposes in an efficient, ethical, responsible and legal manner.

Users, both students and staff, must acknowledge their understanding of this Acceptable Use of Technology Policy as a condition of being issued a School email account, and using approved digital devices on school property, whether connected to the School's network or not. Digital devices covered in this Policy include, but are not limited to:

- computers, laptops, tablets, and related peripherals (portable USB/Flash/hard drives, printers, MP3 Player, etc.)
- local and wide area networks, including wireless networks (Internet and E-mail)
- file and application servers
- video networks, camcorders, cameras, etc.
- mobile cell phones, PDAs, iPods, iPads, Kindles, E-readers, fax and copy machines, etc.
- televisions, VCRs, DVDs, laserdisk/Bluray players, etc.

1. Acceptable Use

Students are allowed to access and utilize digital technology and the School's internet services to access, download, upload and/or stream information, data, video and/or music, etc. that:

- supports education and research, consistent with the School's mission and goals;
- does not contain unauthorized use of copyrighted material or fails to appropriately cite material;
- is not harassing, threatening, disrespectful or inflammatory to other students or members of staff;
- does not contain obscene, vulgar or profane material or comments that is offensive to others;
- is included under the School's Google licence for which the student's personal digital devices are properly registered to participate.

2. Privileges

Students are allowed to access the School's Network and internet services with the understanding:

- access to the School's Network and internet services is not a right but a privilege;
- unacceptable usage will result in consequences as outlined in this Policy;
- school-issued or other e-mail accounts, and use of digital apps, are not guaranteed to be private;
- school officials may search digital files of students or staff members if there is a reasonable cause to believe a user has violated this Policy.

3. Etiquette

Students are expected, while using digital technology and the School's internet services, to:

- be polite in their communications;
- abide by generally accepted rules of netiquette;
- promptly disclose to a teacher or School official any message they receive that is inappropriate or makes them feel uncomfortable;
- not use vulgar, profane, lewd, rude, inflammatory, threatening, disrespectful, or obscene language;
- not post personal contact information about themselves or other students or staff;
- not arrange to meet someone in-person with whom they have only communicated online, without seeking and obtaining prior consent of their teacher or parent/guardian;
- not intentionally disrupt the network connectivity of other users' connections;
- not access any digital device, School-issued e-mail account, School network, password, or other digital app of another student or member of staff without their permission and direct knowledge.

4. Security

To ensure the privacy, confidentiality, security and accountability of students and staff, users will:

- notify a teacher or network administrator immediately if they identify a security issue;
- notify a teacher or network administrator if they become aware of, or suspect, misuse by others of digital technology devices, the School's Network or internet services, in violation of this policy;
- keep confidential and not identify or share a security issue with other students;
- not reveal their Google account or e-mail password, nor allow another person to use their account;
- EXCEPTION – Teachers may share password information with a substitute teacher to maintain smooth operations of the educational process in their absence;
- not attempt to access or make use of other School-issued e-mail accounts, or face consequences as outlined in this Policy;
- EXCEPTION – Substitute teachers may access an absent teacher's e-mail account to maintain smooth operations of the educational process, while covering for the absent teacher;

Any user identified as a security risk, or having misused either digital technology, the School's Network or internet services, may be denied access for an indefinite period, depending on the severity of the breach.

5. Email access and use

Students are encouraged to use ONLY their School-issued e-mail account as a means to enhance communication between teachers, students, and outside resources.

Students are allowed to use Google Apps e-mail accounts set up and maintained by the School. Use of other e-mail accounts, internet providers or networks on School property is strictly prohibited.

Students must refrain from acts of Vandalism, Harassment, or Accessing Websites that are deemed to be offensive or objectionable, etc. when using digital technology, the School's Network or internet services. Violating these terms will result in disciplinary consequences, as outlined in this Policy.

6. Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, either on the Internet or School network including, but not limited to: creating and/or uploading computer viruses or attempting to gain unauthorized access to other computers or programs on the network;
- Vandalism also includes the deliberate attempt by a user to disrupt the School Network system or its performance, delete or change data, and/or destroy hardware;
- Harassment is defined as the persistent annoyance of another user, or interference with another user's work, including but not limited to: sending unwanted mail, forwarding confidential emails, etc.

7. Filtering

- The school uses Internet Content Filtering to limit students' access to offensive or objectionable material. This filtering product blocks websites described by any of the following categories: Alcohol, Anarchy, Chat, Criminal Skills, Cults, Drugs, Gambling, Hate Groups, Obscene & Tasteless, Personal Ads, Pornography, and Public Web Proxies. Students who view websites that are deemed to be offensive, without the prior permission and under direct supervision of a teacher, are required to report these websites to a teacher or administrator immediately or be in violation of this Policy.
- Bypassing the state/district network filter is strictly prohibited.

8. Disciplinary Consequences

- Any student, found to have violated these provisions or associated school rules, will be subject to loss of all network privileges for a period of time, dependent on the severity of the violation and the student's record of prior violations; and may also be subject to other School disciplinary actions.

Please note that loss of network privileges will affect grades as classwork requires network access! School officials will determine whether a student's actions constitute unacceptable use and determine appropriate consequences for each violation, with their decision being final.

Documentation of violations of this Policy will be placed in the student's academic file. A repeat of the following violations may result in immediate suspension or expulsion of the student:

- harassment or other inappropriate behavior related to race, color, creed, religion, gender, ancestry, national origin, age, sexual orientation, special learning needs or disability;
- accessing, downloading, displaying, archiving, storing, distributing, editing, or recording material of a sexually explicit nature, or offensive content promoting hatred toward an identified group;
- creating, distributing or transmitting immoral, obscene, threatening, defrauding, unlawful or violent texts, images, video, music or other materials; or the commission or promotion of unlawful activities.

Common A-Z FAQ's

A) How is one student's Chromebook identified from another student?

All School-purchased Chromebooks look alike. Each will be tagged with a sticker with the student's name and School ID number. Additionally, asset tags with bar codes will be attached to each device and serial numbers recorded. This will track all identifying data, so if a Chromebook is misplaced, the School can determine to whom it belongs and return it to the correct student user. ID stickers attached to the Chromebook must remain on the Chromebook. No additional permanent markings (stickers, engraving, permanent ink pen, tape, etc.) are allowed to be placed on the Chromebook or its carrying case. After Chromebooks are issued to students, they remain school-managed property. Additional permanent markings on the device or its case will be considered vandalism. Students can add non-permanent identifying items to the case, such as ribbons, key chains or removable items.

B) Can Students take Chromebooks from the School campus?

Students are required to take their Chromebooks home each day to use for educational activities. Students and their parents are required to sign the Chromebook Policy, indicating they have read and agree with the Responsible Use of Technology Policy, before being issued a Chromebook.

C) My child forgot to charge their Chromebook; now what?

Students are expected to charge their Chromebook at home and bring it to school fully charged each day. Chromebook that need to be charged during the day may be charged in a classroom, dependent on whether charging points are safely available.

D) Where can students find an Internet connection if the building's wireless connection is not working?

Chromebooks will only connect to the web wirelessly at School. If the WiFi network is unavailable, Chromebooks will not have web connectivity. However, some features, such as access to students' Google Drive accounts, will work on a limited basis. Work that students complete "off-line" will not be backed up on students' Google Drive accounts until the WiFi network is restored. Work should be stored on each student's Chromebook or USB drive until it can be transferred to Google Drive.

E) What login will students use to access Google Drive on their Chromebook?

Each student will be issued an e-mail address to use as their primary login and username. Students can change their password but not their username. The school cannot recover passwords; students will need to remember their password - without writing it down - to ensure success with login.

F) Can the Chromebooks be used with another username?

Students cannot access their Chromebook with another login other than the School-assigned email. Thus, students will not be able to login to personal Gmail accounts on their Chromebooks. However, if students login to other devices (laptop, PC, loaner Chromebook) with their School email account, all of their information (bookmarks, emails, documents, applications, etc.) from the Chrome browser will be available to them while using that device.

G) Will unsafe or inappropriate websites be filtered on the Chromebooks?

The School has taken every precaution to ensure students' online experience is safe. Before each Chromebook device connects to the Internet, it must pass through network firewalls and filters. This occurs whether the student is browsing on-campus on the School network, or off-campus with WiFi. Because of security settings built into Chromebooks, they first route internet connections through the School's security settings (firewall and filters) before a website or online resource is accessible. Whether students use their Chromebook at school, at home or a public library, online connections will always pass through web filtering and network firewall systems before accessing web content. Our web filters are programmed to block most inappropriate content.

H) What happens if students have been visiting inappropriate websites?

While teachers and ICT administrators do their best to monitor this, some websites are not blocked or students are able to bypass filters. Teachers and parents are encouraged to randomly check the browsing history of students' Chromebooks, as the browsing history cannot be deleted by students. The School conducts random checks of students' browsing histories. If inappropriate web activity is discovered, parents are requested to notify the School. Inappropriate web browsing is in violation of the Acceptable Use of Technology Policy and may result in counselling or disciplinary action.

I) What happens if the device is damaged or lost?

Students and parents will be held responsible for School-managed Chromebooks that are issued to them, just as they are for other School items, such as textbooks, calculators, cameras, athletics equipment or library books. The school will assist with the repair or replacement of a Chromebook, but students and parents will be held responsible for the cost of those repairs or its replacement.

* The standard Chromebook warranty is one year for manufacturing defects only and does not cover normal wear-and-tear, physical damage or vandalism.

J) Do repair fees need to be paid upfront?

Payment for repairs should be remitted in advance but, in certain situations, arrangements can be made for payment plans to allow students to continue using the Chromebook for their education.

K) Can you Print from a Chromebook?

Digital file sharing between staff and students is one of the great advantages of Chromebooks and is an easy, efficient way to distribute and submit assignments without printing. It also saves on ink, paper, and toner, thereby saving valuable resources and our environment – a key objective of the IB. Printing from Chromebooks is possible, but not encouraged or particularly easy. Printing of work by students should be done at home. Students are encouraged to limit printing of all assignments.

L) What if another student damages my student's Chromebook?

In such cases, circumstances will be investigated on a case-by-case basis. School officials and the Resource Officer may be involved if an intentional act of vandalism is suspected by any student.

M) How would students arrange for repair of a Chromebook that isn't functioning?

Damaged or non-functioning Chromebooks should be reported to an ICT administrator through the grade tutor, so a repair can be scheduled. The IT department can often repair problems in-house in a day or two. Other problems may require the Chromebook to be sent for repairs, which could take several days. MYP and DP students who are without a Chromebook due to repairs will be issued a loaner to use at school only. Loaner devices must be returned to the IT department at end of day.

N) How much storage do students have?

Students will have 16 gigabytes of storage on their Chromebook, plus unlimited Cloud Storage that is included with their School email account and accessible to students via Google Drive.

O) What kind of APPLICATIONS are accessible on the Chromebooks?

There are thousands of apps available for Chromebooks, covering a wide variety of topics. Apps that operate from the Chrome browser are downloadable through the Chrome Web Store.

P) Can students download apps?

Students' access to the Web Store is limited to free apps or School-provided apps.

Q) What applications will be available on students' Chromebooks?

Different applications will appear on students' Chromebooks, depending on the grade of the student or classes in which they are enrolled.

R) What devices can be connected to a Chromebook?

A Chromebook can connect to:

- a USB storage device, mouse and/or keyboard
- a SIM card
- an SD video card
- an external monitor and/or projector (via HDMI)
- headphones, earbuds, and/or a microphone

S) How can students submit work or assignments via their Chromebook?

Google Drive hosts features that allow student work to be "shared" with teachers and even between classmates. Students can create documents, spreadsheets, drawings, photos, presentations, videos, and "share" their work with teachers, from home or school, prior to its due date to receive feedback to improve the final product. The student's final work product must be "shared" by the due date to be graded by the teacher, according to the appropriate assessment rubric.

T) What if a student is out for an extended period (illness, travel, family emergency, etc.)?

With the Chromebook, it will be convenient for students to access work assignments, readings and other resources that are shared by the teacher, receive online support from the teacher as needed, and submit (share) finished work with the teacher by the due date, from anywhere in the world.

U) Can Chromebooks be used at home?

If your home has WiFi access, the Chromebook will have the same web filtering as it does at school. If WiFi is not available at home, students can still use their Chromebook, but in a limited capacity. Some applications on Google Drive will work offline, but content saved to the Chromebook or a USB drive will not be backed up online until an Internet connection is available. The School recommends internet availability at home to allow students to continue their learning and complete assignments.

V) How long should Chromebooks last?

Chromebooks have very few moving parts and generate very little heat. Life expectancy - so long as they are treated appropriately - is fairly significant at 5 years or more. Additionally, Chromebooks have powerful processors, adequate memory, and automatically update with the latest software and security features without needing input by the student.

W) Can the school track a student's web history?

The school can and does randomly track students' website browsing history, collecting data on websites visited, when they were accessed, and how much time was spent on the website. Students are advised to only visit websites that are approved by the school, and not those that are in violation of the Acceptable Use of Technology Policy. Violations will result in disciplinary action, which could include being suspended from use of the Chromebook and/or School's network for a set period.

X) Can parents use the student's Chromebook?

When students login to their Chromebook at home, parents can use it to check student work, view the browsing history, or connect with teachers through the student's email. Chromebooks are not intended for personal use by the student's parents.

Y) Can my student opt out of using a Chromebook?

Chromebooks are used as an integral part of the educational program for all G4-G12 (PYP4-DP2) students, who require this powerful learning resource to benefit from the IB education offered.

Z) Can student work be transferred from their Chromebook to another device?

When students login to other devices using their School email address, they will be able to access their bookmarks, documents, presentations, email and most applications on the Chrome browser. Content will be the same on other digital devices as long as students use the Chrome browser and their School email login. These files can also be saved to a USB and transported between devices.

AA) What about computer viruses infecting the Chromebook?

Providing online applications run through the Chrome browser, which is protected by virus software, there is little concern about viruses infecting the Chromebook's software or hardware.