

Acceptable Use of TECHNOLOGY POLICY

Maplewood International School will provide technology access for all students to the Internet and school network. Internet access and use of school owned technological devices is a privilege. Students who fail to conduct themselves in an appropriate responsible manner will lose access to school technologies. The school retains the right to place reasonable restrictions on material that is accessed, posted or saved on any of our school's technologies, which include, but are not limited to, computers, laptops, tablets, Internet, networks and servers. We require that students, with their parents/guardians, read and abide by the rules for acceptable use of technology as listed below. In order to enable Internet access and the use of school technologies, students and parents/guardians are required to sign a copy of the acceptable use of technology agreement.

Chromebooks:

At the teacher's discretion, students in grades KG-1/2 and 1 will be given school Tablets and other digital technologies to use while in school under close supervision by their classroom teachers. All students from grade two-twelve will receive school issued Chromebooks for use in their daily studies. Students in grades two-twelve will be issued a personal Chromebook that they are expected to use according to this acceptable use policy, and the Acceptable Use Agreement that each student will be required to review with his/her parents and return to school signed. For learning to be enhanced, students are expected to bring these to school each day fully charged and in good working order. These Chromebooks are to be used in accordance with the directions and under the supervision of classroom teachers.

Chromebooks bought from school are covered by a one-year warranty and accidental insurance. If a Chromebook is sent for repair within a year's service period, students will be

given a loaner Chromebook based on availability. The student is responsible for paying the repair charge if a student breaks the loaner Chromebook. In the event that the loaner Chromebook cannot be repaired, the student will have to pay the full cost of the loaner Chromebook. It is to understand that the student must report all damages or the theft/loss of the computing device to the school within one school day. The parent will be responsible for monitoring the student's use of the device when he/she is not at school. The loaner Chromebooks are provided by the Chromebook insurance company, and hence it is not applicable to students who bought the Chromebook from outside the school.

The IT Manager will continue to handle the repairs of Chromebook that are no longer under warranty. The parent will be responsible for paying the repair charges of out of warranty Chromebooks which includes labor and parts.

Cell Phones:

Effective January 2, 2024, mobile phones may not be used on school premises (including the bus area) **at any time during the school day** (between the hours of 7.00 am and 2.35 pm). Mobile phones and accessories must be switched off when arriving at school and kept out of sight at all times. Under no circumstances should a student be found using the phone on school grounds.

Email Accounts:

Email accounts will be provided to all students for the use of transmitting electronic documents between students and teachers for educational purposes. Email access will be restricted or revoked if students misuse their school email account.

Wi-Fi:

Wireless Internet access will be provided for each student to use for educational purposes. Failure to utilize the wireless network for any education use or any of the following unacceptable behaviors will result in termination of wireless Internet access. Access to the

Internet is filtered through our school network in accordance with the Children's Internet Protection Act (CIPA).

Computers/Laptops/Tablets:

Laptops, desktop computers, iPads, Nooks, and Kindles are available throughout the school and in the media center for student access. Students may check out devices to take home or to work throughout the school. The use of these technologies for purposes other than educational may result in the restriction on use or in an indefinite ban on access. Students who through neglect or abuse damage any school owned technological devices will be responsible to pay for the replacement of the device.

General Unacceptable Technology Behavior:

1. Using non-school issued logins and VPNs
2. Posting information that, if acted upon, could cause damage or danger to students and/or the faculty.
3. Engaging in personal attacks, threats to any person, harassment, and cyberbullying.
4. Attempting to hack any of the school's networks, or databases to which the student has not been granted permission.
5. Making attempts to disrupt any of the school's technology.
6. Using the school network to acquire, save, install, download, illegally acquired or inappropriate files, including games, music, photos, and video game files.

Violations of our Acceptable Use of Technology Policy may result in a loss of access as well as other disciplinary or legal action.