

TECHNOLOGY POLICIES

COMPUTER ACCESS & ACCEPTABLE USE POLICY: The Administration must ensure that the use of technology is consistent with the mission of the school, its goals, and its objectives. Every student is expected to act maturely, ethically, and responsibly when using the school's equipment, especially the telecommunication equipment and devices. Students are prohibited from using the school's computer network for any commercial purposes; for transmitting, receiving, submitting, or publishing any material that is deemed to be defamatory, abusive, profane, sexually explicit and offensive, threatening, and illegal. Students are prohibited from tampering with any of the school's technical resources and will incur severe penalties for intentionally damaging and/or misusing the school's computers, systems, or networks. Any violation of the school's computer access policy will result in the loss of computer privileges, referral to the Dean of Students, and legal action if deemed necessary.

STUDENT ACCEPTABLE USE POLICY

The school provides students with access to computers throughout our building, giving students access to network resources, software applications, and the internet. The technology we provide is intended to enhance the student's educational experience, as well as assist with meeting educational goals and standards. Since students are able to access resources outside of our network, all students will be trained on cyber safety as well as cyberbullying.

Before a student can utilize our resources the students must partake in a cyberbullying course and sign our Acceptable Use Policy (AUP). The AUP is reviewed for the students by our teachers, and in this document we aim to educate the user on the school's expectations and the responsibilities of the user. The AUP encompasses both the cyberbullying course and our acceptable use policy.

Expectations

Our students are expected to abide by the policies set forth in this document and apply what they learned in our cyberbullying course. AUP violations will have serious academic consequences for a student. If a student loses their computer privileges due to a violation, he/she may not use a PE&T computer at any time during the duration of the disciplinary action imposed.

The violation is not the teacher's responsibility and a student will not be excused from an assignment because they lost their computer privileges. The student will fully responsible for his or her own actions and is still required to complete any assignments. We provide 2 options for students who violate our AUP:

- You can complete computer-related assignments outside of school, this be at home, a public library, etc.
- A student can recommend to their teacher another way to complete the assignment. The teacher will use their own discretion as to whether or not the proposal is acceptable and in accordance with the original assignment.
- If no valid alternatives can be found, the student will receive a failing grade for the assignment.

Level 1 Violation Descriptions and Disciplinary Actions

Level 1 Violations are considered minor offenses, and usually have little effect on other users or resources. These violations include, but are not limited to:

- Using PE&T's or the student's technology during class for non-class related reasons (games, videos, music files, CDs, DVDs, handheld devices including phones, browsing off-topic websites).
- Running non-threatening, unauthorized programs.
- Removing or replacing hardware or cables without authorization.
- Sending an inappropriate email.
- Eating or drinking in any area around a computer/printer/tablet/technological device.

Disciplinary Actions for Level 1 Violations:

- 1st Offense: Loss of TECHNOLOGY privileges for remainder of day; 1 demerit; 1 detention
- 2nd Offense: Loss of TECHNOLOGY privileges for 1 week; 5 demerits; 5 detentions
- 3rd Offense: Loss of TECHNOLOGY privileges for 1 month; 10 demerits; 10 detentions
- After 3rd Level 1 Violation, all subsequent Level 1 Violations become Level 2 Violations

Level 2 Violation Descriptions and Disciplinary Actions

Level 2 Violations are considered major offenses, and typically show the student's disregard for other users, the school's equipment, and the AUP.

These violations include, but are not limited to:

- Banned website access attempts or visits. A list of all sites a student accesses or attempts to access on school devices is recorded in accordance with the Children's Internet Protection Act (CIPA). Our proxy servers automatically pick up any illegal site requests from students. Students are accountable for accessing, or attempting to access illegal sites unless approved by their teacher. Illegal sites include, but are not limited to: adult-oriented sites, gambling sites, illegal drug sites, gaming or arcade sites, social networking sites (Twitter, Facebook), etc. For this violation, parents or guardians will be sent a list of sites their child accessed or attempted to access.
- Downloading and storing files on the network without teacher permission.
- Failure to report vandalism or network security violations such as sharing user accounts.
- Vandalizing or purposely damaging hardware causing damage less than \$100.
- Sharing Your Account with Another Student or Using another Student's Account.
- Using technology to cheat, plagiarize or infringe copyright.
- Creating documents or posting information aimed at insulting, defaming or belittling another student, faculty, or staff member.
- Using or attempting to use proxy or anonymous surfing services to mask internet usage.

Disciplinary Actions for Level 2 Violations:

- 1st Offense: Loss of TECHNOLOGY privileges for 1 week; 5 demerits; 5 detentions
- 2nd Offense: Loss of TECHNOLOGY privileges for 1 month; 10 demerits; 5 detentions; Parent and student must come in to review the AUP before access is given back to student
- 3rd Offense: Loss of TECHNOLOGY privileges for 1 year; 30 demerits; 10 detentions; Student must attend Summer School
- After 3rd Level 2 Violation, all subsequent Level 2 Violations become Level 3 Violations

Level 3 Violation Descriptions and Disciplinary Actions

Level 3 Violations are considered severe offenses, and are typically malicious in nature with the intent to cause a major disruption on our network or in the classroom.

These violations include, but are not limited to:

- Cyberbullying, which will result in disciplinary proceedings and may be grounds for expulsion.
- Using a staff account to access network resources (software, typing papers, printing, etc.) or surf the internet. This is under NO CIRCUMSTANCES allowed at any time
- Using a Staff TECHNOLOGY. This is under NO CIRCUMSTANCES allowed at any time. We have designated areas for students to use computer/tablet/technological device. Students may never use a staff member's Technological Device.
- Attempting to acquire unauthorized access to the PE&T network. This includes trying to steal teacher, staff, or administrator's passwords
- Using any personal hardware on our network without teacher or administrator consent.
- Creating documents or posting information advocating or threatening illegal acts towards one's self, another student, or staff member.
- Attempting or actually using tools for use with hacking, phishing, packet sniffing, etc.
- Gambling, attempting to purchase illegal narcotics or products, or any other illegal activity
- Purposely and willfully vandalizing or attempting to vandalize software, data or hardware causing damage greater than \$100.

Disciplinary Actions for Level 3 Violations:

Level 3 infractions are grounds for dismissal from PE&T.

- 1st Offense: Suspension; loss of TECHNOLOGY privileges for 1 year; 30 demerits; 10 detentions; Parent must come in to review AUP, and make sure all parties understand the seriousness of this situation. Student must attend Summer School
- 2nd Offense: Expulsion will be recommended to the Discipline Review Board
- If at any time a student is caught using the school's technology device during his or her disciplinary period, the student will be immediately charged with a Level 3 Violation.

Limitation of Liability

- PE&T reserves the right to change at any time violation classifications and types, disciplinary actions, etc.
- PE&T will make every attempt to provide a network that is without defect, but cannot make any guarantees that this will hold true.
- PE&T will not be considered responsible for any interruptions of computer use for any reason, and/or the loss of data (both saved and unsaved).
- PE&T will not be held responsible for the accuracy of information obtained through or stored on our network, or on our website and PowerSchool system.
- PE&T will shift responsibility of financial obligations of damages caused by the unauthorized use of the system to the user who performed such acts.

IPAD MINI 1 TO 1

Background Information

The purpose of the 1-to-1 initiative at Philadelphia E&T Charter High School (PE&T) is to provide 21st century learning tools and resources to our students. In today's era, education requires students to acquire experience and skills using 21st century technology. PE&T staff members have conducted a tremendous amount of research on iPad Minis and their Apps in the classroom. We have come to a conclusion and feel that a perfect learning tool in the classroom is the iPad Mini. The iPad Mini will allow all students to maximize their full potential to prepare them for opportunities in both post-secondary education and the workplace. A 1:1 classroom setting will provide an enormous amount of instructional tools, which will allow all types of learners to flourish in an educational setting. PE&T hopes to promote learning and enhance communication between students and their parents or guardians, to effectively target student problematic learning areas, and develop solutions to resolve any issues. Teachers will now direct and facilitate learning while providing access to the curriculum 24/7.

Goals for Student Users

- To increase learning, allowing access and the ability to complete assignments, projects, and other activities as assigned by teachers.
- To take advantage of various academic resources such as educational Apps, websites, and creative tools for use in the curriculum.
- To become motivated and excited about learning, with the intention of mastering the Pennsylvania Keystone Exams.

iPad Mini Procedures, Rules, and Regulations

Grade 9 and 10 Deployment Procedures:

1. Each student will receive an iPad Mini and Cover to be used during the school day. No student will be permitted to leave the building with these materials at any time.
2. Parents/guardians and students must sign and return the Acceptable Use Policy (AUP) and iPad Mini Responsibility Policy.
3. All iPad Minis and other Apple Products are the property of PE&T, which holds the right to device inspection and revocation at any time.
4. All 9th and 10th grade students will receive iPad Minis during Homeroom, and be required to return their iPad Minis to their Homeroom before the end of the school day.
5. Students must use their school email address for all applications/web portals.

Grade 11 Deployment Procedures:

1. Each student will receive an iPad Mini and Cover to be used throughout the school year. Students in 11th grade are permitted to take home throughout the school year.
2. Parents/guardians and students must sign and return the Acceptable Use Policy (AUP) and iPad Mini Responsibility Policy.
3. All iPad Minis and other Apple products are the property of PE&T, which holds the right to device inspection and revocation at any time.
4. All 11th grade students will receive iPad Minis from their Homeroom Teacher, they will be required to adhere to weekly check in(s) with their Homeroom Teacher.
5. Students must use their school email address for all applications/web portals.

Incident Report Procedures:

Damage

- If damage occurs in school the student should report the problem immediately to the classroom teacher, IT staff member, or the Dean of Students. The IT staff members will evaluate the damage to determine if it was accidental or intentional. PE&T will take the necessary steps required to repair the iPad Mini, but are not responsible for any repair fees. If the damage requires repairs or replacement, parents/guardians will be notified and appropriate actions will be taken. A fee will be charged to the Parent/Guardian if a repair is required. In the case where the device is beyond repair, there will be a fee of \$379.00.

Misuse/Neglect

- The assigned student must report damage resulting from negligence or intentional misuse to the Dean of Students office immediately. A parent/guardian conference will be held to review the incident to determine disciplinary action or assess any charges/fees.
 - This includes:
 - Damage caused by neglect, including, but not limited to: damage to the entire iPad Mini; damage to the screen, casing, ports, buttons, iPad Mini Cover, etc.

Theft

- In the case of a theft of an iPad Mini, the student must immediately report the incident to the Dean of Students office. The student and their family must file a police report and a copy of the report must be delivered to the Dean of Students office within ten (10) business days of the incident or discovery of the theft. Failure to comply with reporting requirement will result in a charge for the full replacement cost of the iPad Mini (not less than \$379).

iPad Mini Usage and Precautions

1. The iPad Mini is not scratch resistant. Avoid using any sharp object(s) on the iPad Mini.
2. Liquids and technological devices do not mix. Avoid applying or using any liquids with or near the iPad Mini.
3. **Cleaning** Clean iPad Mini immediately if it comes in contact with anything that may cause stains—such as dirt, ink, makeup, or lotions. To clean:
 - Disconnect all cables and turn iPad Mini off (press and hold the Sleep/Wake button, then slide the onscreen slider).
 - Use a soft, lint-free cloth.
 - Avoid getting moisture in openings. **DO NOT USE** compressed air and/or cleaning products including but not limited to window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad Mini.
 - The front of iPad Mini is made of glass with a fingerprint-resistant oleo phobic (oil repellent) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating, and may scratch the glass.
4. Do not attempt to gain access to the internal electronics or repair an iPad Mini. If an iPad Mini fails to work or is damaged, report the problem to the classroom teacher or to the Dean of Students office.
5. Do not “jail break” the device. “Jail breaking” is a term to describe altering the base operating system of the iPad Mini)
6. Always handle the iPad Mini with care and caution. Never throw or slide an iPad Mini.
7. Cords and cables must be inserted carefully into the iPad Mini to prevent damage.
 - Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don't

join with reasonable ease, they probably don't match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

8. iPad Minis and school-provided cover must remain free of any writing, drawing, stickers, or labels.
9. Students may purchase their own cover if desired, but first must provide a hard copy to be approved by administration. The hardcopy must list specifications and requirements, this will be necessary for administration can determine safety and usage are compatible with school policies.
10. iPad Minis have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the iPad Mini Acceptable Use Policy (IAUP) and grounds for disciplinary action.
11. iPad Minis have a unique identification number and at no time should the numbers or labels be modified or removed.
12. iPad Minis must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area. iPad Minis should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
13. iPad Minis must not be left unattended or in a location that is not temperature controlled.
14. iPad Minis are assigned to individual students and the responsibility for the care of the iPad Mini solely rests with that individual. Students should not lend their iPad Mini to another person.
15. **Screensavers/Background Photos**
 - While personalized locked-screen or background images are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
16. **Sound, Music, Games, Software/Apps**
 - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - Students must provide their own headsets.
 - Using the iPad Mini for anything other than classroom activities is prohibited unless permission has been granted by the classroom teacher. This includes playing music or games.
17. **Managing Files and Saving Work to the iPad Mini**
 - The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space including the use of iCloud.
 - Students may save work to the iPad and/or to the district approved websites such as Google Drive, Canvas, DropBox, etc.
 - Students may also email documents to themselves for storage on a personal device or student U: Drive.
 - Storage space will be available on the iPad Mini—BUT space is limited and will NOT be backed up in case of re-imaging.
 - It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
 - Philadelphia Electrical & Technology Charter HS makes no guarantee, written or implied, that materials on the iPad Mini, including student work, will be safe from deletion or corruption, accidental or otherwise.
18. When in doubt, ask a staff member!

Carrying the iPad Mini

- The protective cover provided with the iPad Mini has sufficient padding to protect the iPad Mini from normal treatment and provide a suitable means for carrying the device within the school. The cover may not protect the iPad Mini if it is mishandle inappropriately, including but not limited to dropping, throwing, hitting, etc. The iPad Mini must be protected by a cover at all times.

Using the iPad Mini in the classroom

- iPad Minis are intended for use at school each day. In addition to teacher expectations for the iPad Mini use, school messages, announcements, calendars, and schedules may be accessed using the iPad Mini. Students are responsible for bringing their iPad Mini to all classes unless specifically instructed not to do so by a teacher.