

Ryan Academy Technology Appropriate Use Policy (AUP)

I. Introduction and Overview

Ryan Academy of Norfolk is proud to provide an advanced computing environment as part of our commitment to academic excellence. We utilize technology in nearly every facet of instruction, activity, service, research, and operation of our school. Faculty and Staff will use the available technology in ways that promote development in the intellectual, social, emotional and in sound educational experiences. This policy provides expectations for the use of technology as it affects our school and educational community. Our values and priorities are based on the latest technological trend. We want our school to be a place where students can learn how to use technology as a positive tool.

Due to the evolutionary nature of technology, it is imperative for students to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all students to employ their best judgment when it comes to the use of technology/the Internet. Our policies address the use of many technology resources, access to the Internet through the use of our network and access to email and cloud storage through the Ryan Academy TEAMS domain. Students should be sure to read and understand the policies below before using the school's network and other technologies, as well as any personally-owned technology used for school purposes. We ask our students and families to understand and exercise responsibility in the use of all technologies, networks, and accounts. Misuse of these tools can cause serious disruptions to daily operation of the school and the learning experience and could result in a major infraction to the school's Honor Code Use of school technology resources will imply understanding and agreement to the terms set forth in this policy. ***These policies apply to all students both on and off campus whether school is in session or not.***

Right to Update this Acceptable Use Policy:

Because technology, and our intended use of technology are continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to meet procedural and instructional needs, while protecting the safety and well-being of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.

Supervision and Personal Responsibility

Students and parents are required to read this Acceptable Use Policy and signify compliance annually by signing the school's Student Internet and Handbook form.

Privacy

The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All emails and messages sent through the school's network, school account, or accessed on a school computer can be inspected. All on-campus web browsing may be monitored. Any files saved onto school-owned technology or under school-based accounts can also be inspected. Students should

be advised that improper use of cell phones or any personal technology will result in its confiscation and the school maintains the right to review the technological activity.

Filtering

The school adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The school cannot monitor every activity but retains the right to monitor activities that utilize school owned technology/school owned accounts. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content.

Termination of Accounts and Access

Upon graduation or end-of-year transfer from Ryan Academy, students will be permitted access to their school account for 30 days. This includes email and One Drive. Prior to graduation/withdrawal from the school, it is recommended that students save personal data stored on school technology or under school-based accounts to a removable storage device and set-up an alternate email account, if necessary. Any student who leaves Ryan Academy before the end of the school year for any reason will have his or her email account closed 14 days from their departure.

II. Acceptable and Unacceptable Use of Technology

Purposes and Use Expectations for Technology

All school-owned technologies, including accounts, the school network, and its Internet connection are intended primarily for educational purposes. Educational purposes include but are not limited to academic research and group work, classroom activities, communication with faculty/staff/collaborators, homework, and a variety of other activities. Activities such as playing games, accessing social media, streaming services, or inappropriate Internet searches, along with any other activity that interferes with any educational or operational process of the school, teachers or other students is not permitted. In any case where a teacher or other school employee directs a student to cease a given activity, the student should comply. Violation of the AUP will result in a loss of technology privileges for a time to be determined.

Personal Responsibility

Ryan Academy of Norfolk expects students to act responsibly and thoughtfully when using technology. Technology is a shared resource offered by the school to its students. Students bear the burden of responsibility to inquire with the teacher or school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

School-Provided Technology Resources

All students are provided with a school Microsoft account, which provides intranet email access to students. All emails sent from this account are representative of the school, and students should keep in mind school policies regarding appropriate language use, bullying, stalking, and other policies and laws. Student email accounts are subject to monitoring and have limited privacy.

Students are expected to allow email recipients--teachers or peers--24 hours to respond to an email before sending a follow-up message.

The school provides individual technology accounts for all students. Students must log off when they are finished using a school computer, or another user may access their account, files, and email. Actions that take place under a given user account are accountable to the owner of that account. Users should keep network passwords private and should never deliberately share network account information with another student.

Cell Phones, Portable Game Devices, and other Mobile Devices

Cell phones, smart watches and any other communication/technology devices that send/receive text messages, accept phone calls, play games, and/or take photographs may not be used while on campus. Students must turn off their cell phones and smart watches prior to starting their day on campus. During each class, phones/smart watches will be stored in lockers. Phones/smart watches are to remain off while in Assembly, dismissal, and other “down” times, including walking from class to class. Students can have medical exemptions if cell phones are used to monitor bodily statistics including but not limited to blood sugar levels. **Earbuds and headphones are prohibited during the day without explicit permission from the teacher.**

Texting is not permitted anytime during the school day; ***this includes texting with parents/guardians.*** If a student needs to make an emergency phone call to a parent/guardian during the day, they may use a school phone with the permission of the teacher. Students may also request to use the phone in the front office. Failure to follow these guidelines will result in an immediate confiscation of the phone/smart watch/communication device, which may be retrieved by the student from the Front Office at the end of the day.

Recording, Video, and Photography

Students are only permitted to capture or send photographs, video or live streaming content on school property or at school events under the direct, immediate supervision of a teacher for academic purposes. At no time are students allowed to transmit photographs, audio and/or video from on campus or virtual learning sessions to anyone who is not a teacher or administrator with Ryan Academy of Norfolk. Failure to uphold the privacy of students and teachers will result in revocation of technology privileges.

Inappropriate Material

Students may not access or disseminate material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color).

Inappropriate Communications

Inappropriate communication is prohibited in any public messages, private messages, shared documents, and material posted online by Ryan Academy of Norfolk students. Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images, typed, posted, or spoken by

students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

Students may not engage in any form of cyberbullying, i.e., using any technology to harass, insult, antagonize, slander, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the community. Cyber-bullying in any form is unacceptable and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of a person or the school is subject to disciplinary action.

Students may not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through emails, instant messages, or text messages.

Intellectual Property, Academic Honesty, Personal Integrity and Plagiarism

Plagiarism – claiming or implying that someone else’s work, image, text, music, or video is a student’s own, or incorporating portions of someone else’s works into a student’s own work without citing – is unacceptable and will not be tolerated. All students are expected to maintain academic honesty. Students may not pretend to be someone else online or use someone else’s identity without express permission from that person and/or his/her parent/guardian if he/she is a minor. A student should not post or make accessible to others the intellectual property; including, but not limited to text, photographs, and video; of someone other than him/herself. This includes intellectual property that students were given permission to use personally, but not publicly. Plagiarism violates our Ryan Academy of Norfolk Honor Code, as well as state and Federal laws.

A work or item is copyrighted when one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement is the copying or reproducing of copyrighted material without the authority to do so. Students must make sure to appropriately cite all resources used in all work. Students should never utilize someone else’s work without proper permission.

Downloads and File Sharing

Downloaded media files should not be stored on school-provided local or cloud storage. Students may never download, add, or install new programs, software, or hardware onto school-owned accounts, unless expressly directed by a teacher. Students may never configure a school computer or personally owned computer to transmit or receive copyrighted material, or to engage in any illegal file sharing. The school cooperates fully with local, state, and/or Federal officials in any investigations related to illegal activities conducted on school property or through school technologies.

Respect for the Privacy of Others and Personal Safety

Our school is a community, and as such, community members must respect the privacy of others.

- Students may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
- Students may not misrepresent or falsely assume the identity of others.
- Students may not repost information that was received privately without the permission of the sender/owner of the information.
- Students may not post private information about others.
- Students may not use another person's account.
- In circumstances where a student has been given another user's account with special privileges, that account may not be used outside of the terms under which it was given.
- Students may not voluntarily post private/personal information online, including name, age, school name, address, phone number, or other identifying information.

Respect for Ryan Academy of Norfolk and the Ryan Community

Ryan Academy of Norfolk takes pride in the integrity of its students and its reputation as a quality institution; therefore, no person/organization, including students, may use the school's name, logo, mascot or other likeness or representation on a non- school website without express permission from Administrators. This includes pictures of anyone wearing clothes with the school's name, emblem, or logo. This also includes not sharing personal information about community members from the digital school directories.

Computer Settings and Student Behaviors

All school technology users are expected to understand that the same rules, guidelines, and policies that apply to other student behavior also apply to technology-related student behavior. Students are expected to use their best judgment when making decisions regarding the use of all technology and the Internet. While no policy could detail all possible examples of unacceptable behavior related to technology use, here is a brief list highlighting some examples:

- Students may not alter, change, modify, repair, or reconfigure settings on school-owned computers.
- Students will be respectful, mindful to keep their hands only on their own devices.
- Students may not purposefully spread or facilitate the spread of a computer virus or other harmful computer program or alter settings on school-owned technology in such a way that the protection software or other security measures would be disabled.
- Students may not take action to circumvent any school-applied system security measures. ***This includes using a VPN while on campus.***

- Students may not use domestic or international websites to tunnel around firewalls and Internet content filtering software, or to hide their identity when browsing.
- Students may not use websites or other software utilities to circumvent any security meant to ensure compliance with this policy and state and/or Federal law.
- Students may not attempt to guess passwords or utilize any password hacking utilities to acquire passwords.
- Students may not log in to more than one computer with the same account at the same time.
- Students may only log in to school owned Chromebooks with the school issued Google account.

Artificial Intelligence (AI)

Artificial Intelligence (AI) resources such as ChatGPT may be useful in a number of ways, with the explicit permission from a teacher. Because it can also be abused, however, you are required to acknowledge the use of AI in any work you submit for class. Text directly copied from AI sites must be treated as any other direct quote and properly cited. Other uses of AI must be clearly described at the end of your assignment.

While AI tools can be useful for studying and researching assignments, it is important to use them responsibly and ethically. The following are some guidelines for what not to do when using AI when permitted:

- Do not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work when your teacher allows.
- Do not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity.
- Do not assume that AI responses are always correct. It has been noted that AI can generate fake results.

Failure to use AI in an ethical, responsible manner when allowed can result in revocation of technology privileges and/or consequences related to plagiarism.

III. General Safety and Security Tips for the Use of Technology

Posting Online and Social Networking

Students should never post private/personal information online. Personal information includes phone number, address, full name, siblings' names, and parents' names. When creating a parent approved account on a social networking website, make sure to set privacy settings so only friends can view pictures and profile information. Students should avoid accepting "friends" not already known. Social networking accounts should be configured to notify of all photo tagging. Students should avoid posting any personally identifiable information or content to publicly available social network profiles.

Downloads and Attachments

Students should not open or run electronic files from unknown or suspicious senders or websites. Harmful and undesirable consequences can result from opening these items.

Stay Current

Students should protect their devices by keeping antivirus and antispyware, operating systems, and application software up to date. Students should disable file sharing, and other ad hoc peer-to-peer networking capabilities on personal devices, and they need to charge devices at home overnight to avoid work interruptions.

IV. School Liability

The school cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The school is not responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy, or the quality of the information obtained through school technologies. Although the school filters Internet and email content, the school is not responsible for a student's exposure to "unacceptable" information, nor is the school responsible for misinformation. The school will not be responsible for financial obligations arising from student use of school technologies.

V. Responses to Violation of the Acceptable Usage Policy

The school's administrators shall have broad authority to interpret and apply these policies. Violators of the school's technology policies will be notified and invited into a conversation with administration about their actions, unless an issue is so severe that notice is neither possible nor prudent in the determination of the school administrators. Restrictions may be placed on the violator's use of school technologies. **Depending on the nature of the action, and to protect the safety and well-being of our community, technology privileges may be revoked entirely.** Violations may also be subject to discipline of other kinds within the school's discretion. The school cooperates fully with local, state, and/or Federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School administration has the right to confiscate personally-owned technology devices that are in violation or used in violation of school policies.

Students in receipt of, or gaining access to inappropriate information, even accidentally, should immediately inform a teacher or administrator. Failure to do so may place responsibility for the inappropriate content on the student. Any student who witnesses another, either deliberately or accidentally, access inappropriate information or use technology in a way that violates this policy should report the incident to a school administrator as soon as possible. Failure to do so is in violation of our Ryan Academy of Norfolk Honor Code.

The school retains the right to disable network user accounts, and/or suspend access to data, including student files and any other stored data without notice to the student if it is deemed that a threat to school safety or to the integrity of the school accounts/network exists.