

Middle School Technology Use Agreement 2016-17 School Year (adapted from the Acceptable Use of Technology section of the Family Handbook)

**Acceptable Use of Technology**

During middle school at Academy Hill School, students will increase their use of electronic technology both inside and outside of the classroom. In order to support a healthy and productive learning environment for both the students and teacher, the following agreements are required.

1. **The Network**

Academy Hill is pleased to offer students supervised access to a computer network for electronic mail and the Internet for expressly educational ends.

Supervision – Internet and e-mail access will only be allowed under adult supervision.

Privacy -- Network storage areas may be treated like school lockers. The Network Administrator (Mrs. Earls) may review files to ensure that the system is running properly and that students are using the system responsibly.

Storage capacity -- Users are expected to delete material that takes up excessive storage space.

Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. **A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see.** Should students encounter such material by accident, they should quietly report it their teacher immediately.

**B. Chromebooks**

Middle school students will be provided with a specific Chromebook for their use. Students may perform online research, project development, word processing, typing practice, or other applications permitted by the teacher. The following guidelines found in the handbook and pertaining to all technology are required when using the Chromebooks:

* Do not access the Internet, e-mail or IM without adult supervision.
* Do not use a computer to harm other people or their work.
* Do not damage the computer or the network in any way.
* Do not interfere with the operation of the network by installing any software, shareware, or freeware.
* Do not violate copyright laws.
* Do not view, send, or display offensive messages or pictures.
* If you are given a password, do not share it with another person.
* Do not waste limited resources such as disk space or printing capacity.
* Do not trespass in another’s folders, work, or files.
* Do quietly notify an adult immediately, if by accident, you encounter materials that violate the Rules of Appropriate Use.
* Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
* If the student does not follow these guidelines, the teacher may suspend use of the personal Chromebook.
* **C. Use of Personal Electronics**
* Academy Hill School discourages use of personal electronics during the school day, unless expressly required by teachers for an academic reason. This includes cell phones, e- readers, tablet computers, or any other personal electronic device. We ask that parents also follow this policy while on campus.

Cell phones may be brought to school but must be kept in backpacks and used for afterschool emergencies only. Students in the Middle School may use their cell phones according to the following:

1. At 8:20 a.m., all cell phones must be put into their locker or given to a teacher to put in their desk.
2. Students may access their phones at recess and at scheduled breaks.
3. Taking pictures of other students without consent is prohibited without the approval of the Head of School.
4. Posting anything to social media during school hours (Facebook, Instagram, Twitter) is prohibited.
5. Students may use their phones after dismissal.
6. Students who need to contact their parents at times other than recess and breaks may do so after notifying an adult.
7. Pictures may be taken on field trips, special occasions, etc.
8. No pictures may be posted to any of the social media sites without the consent of those students in the photographs.

To assist us with these guidelines, parents/guardians should:

1. Contact your child through the main office.
2. Notify the main office if you are running late for pick-up. It helps us keep track of students during dismissal.
3. Review the social media policy in the handbook with your child.

These guidelines are intended to keep students focused on their school day without completely limiting access to technology.

**D. Social Networking**

The school recognizes that many students use social networks such as Facebook. We encourage you to check each site’s user policy, as many students do not meet the required age or school enrollment specifications. In addition, and perhaps more importantly it is our hope that children will use their childhood and adolescent years to gain confidence in creating and maintaining friendships in real, rather than virtual settings.

Parents and Academy Hill employees are asked not to communicate with students via social networks. We encourage friendly communication with students, parents, and alumni but feel email is a more suitable venue.

I have read and understand the Middle School Technology Use Agreement.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chromebook Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_