



# Student Technology Policy

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Computer technology can be used as an aid to the educational process and classroom instruction. BMCCHS provides and utilizes desktops, laptops, Chromebooks and applicable software to deliver instruction and enhance learning. Students will learn basic computer skills, conduct research, practice effective communication, and complete classroom assignments using technology resources.

## **Computer access is a privilege - not a right.**

Parents have the right to withdraw their student's access at any time by contacting the school in writing.

**PURPOSE:** *All school technology provided is intended for education, not entertainment.* Access to all programs, files, data, and systems is at the discretion of the staff and faculty and may be altered at any time.

**TECHNOLOGY EQUIPMENT:** All technology equipment provided is the property of BMCCHS. Students should respect school property and handle it accordingly. Resources should be utilized for their intended purpose as directed by school staff.

**INTERNET:** Internet use is often encouraged as an aid to other learning methods. The Internet offers a wealth of information as well as an opportunity for abuse and exposure to risky/inappropriate material. Beyond the clarification of such standards and operation of URL-based filtering software, BMCCHS is not responsible for restricting, monitoring, or controlling information obtained through the Internet. It is presumed that users will comply with BMCCHS standards and honor the agreements they have signed.

**PRIVACY AND DIGITAL STORAGE:** Students are each provided storage space on the school server for their files. This storage is to be used like a digital locker - it is intended for school related and appropriate content ONLY. Students are NOT allowed to store personal music, games, videos, or other inappropriate material. Users should not expect that files stored and/or used with technology resources will be private. Electronic communication, files/folders, media and any other data are subject to review and examination by the school personnel without prior notification. The Director of Technology may monitor usage during the course of normal system maintenance to enforce compliance and ensure system integrity. Unacceptable material will be confiscated and subject to disciplinary action. **All activity on any school technology system is subject to monitoring and review by staff and the Director of Technology.**

**EMAIL AND INSTANT MESSAGING:** The school will provide email services for students (internal mail only for 9-11<sup>th</sup> grade). Seniors will have access to their BMC account through September 30 of their graduation year. Access to email and messaging will be revoked if it becomes a classroom issue or is used inappropriately.

**STREAMING MEDIA:** Access to streaming media (Youtube, Internet Radio, etc) is intended for educational and research purposes only, NOT entertainment. Student access to streaming media will be determined by each staff member in their classrooms, computer labs, etc. – students are expected to obey the staff's instructions and get permission before accessing these resources. Students using streaming media as entertainment may lose computer privileges. In addition, streaming media may be disallowed totally when deemed necessary to free up bandwidth by the administration and / or Director of Technology.

**MOBILE PHONES / ELECTRONIC DEVICES:** All electronic devices such as iPads, iPods, CD players, cell phones, ear buds etc. are prohibited during school hours without the permission of school personnel. Students are not permitted to use a cell phone during class time unless directed by their teacher. Teachers may confiscate student cell phones during class if necessary. If a student needs to contact a parent they are allowed to use the office phone between classes. In case of an emergency the parent/guardian may contact the main office and office personnel will notify the student.

**POLICY CHANGES:** Technology, by its nature, changes rapidly. As such, the school may be required to alter or add to this policy at any time. Changes will be communicated to students as quickly as possible. Staff may have to make decisions on appropriate use as new situations arise and students are expected to cooperate and obey all staff instructions.

Student Technology Policy – Brashier Middle College Charter High School

**All students will ...**

- 1) ...treat computer equipment with care and respect. Willful destruction of any computer equipment or software will be considered vandalism and may warrant the involvement of local law officials.
- 2) ...only create, download, display or exchange written text, graphics or executable files that are for education-related purposes.
- 3) ...follow copyright laws at all times. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher for guidance.
- 4) ...keep his/her password secret. Sharing passwords and / or accounts is not permitted. You are responsible for **all** activity on your account.
- 5) ...be polite in all online communication. All online communication must be non-threatening and non-offensive. The school has the right to review any messages sent or received using school equipment.
- 6) ...keep all personal information private while on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information. If you are contacted by a stranger at any time on school systems, notify a staff member immediately.
- 7) ...will notify a staff member immediately when any problem with technology equipment occurs. If failure to do so results in any damage to equipment, it will be assumed a result of your use.

**All students will not ...**

- 1) send or display offensive messages or pictures (as determined by the school's administration);
- 2) use obscene language;
- 3) harass, insult or attack others;
- 4) damage computers, computer systems or computer networks (includes modifying operating system or software);
- 5) attempt to bypass the Internet safeguards or content-filtering system provided by the school;
- 6) plant viruses, hack any computer or attempt to gain unauthorized access to any computer;
- 7) use another's account and password;
- 8) trespass in another's folders, work, or files;
- 9) intentionally waste limited resources including paper, toner or network bandwidth; or
- 10) employ the network or computer systems for commercial purposes.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

Technology equipment by its nature is sometimes unpredictable, and system outages can and will occur. Understand that while every attempt will be made to keep the school's technology systems working at full capacity, you will need to be flexible and adaptable if such problems arise. Your cooperation with teachers can be critical in helping resolve any issues. Report any and all problems or violations of this policy to a teacher immediately.

**THIS POLICY MUST BE RETURNED TO YOUR ENRICHMENT TEACHER WITH A PARENT SIGNATURE TO RECEIVE A USER ID FOR COMPUTER USE.**

**STUDENT NAME:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_