

Westtown School
Acceptable Use of Technology Policy
2018-2019

Introduction

Westtown School recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The network is intended for educational purposes.
- All activity over the network or using Westtown's technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline and avoid any sources or materials that the school community would consider inappropriate, such as material of a violent, sexual, illegal, or degrading nature. If such a connection is made inadvertently, the user has the responsibility to break the connection and to report it immediately to the faculty member present or to the Technology Office.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Usage Policies

All technologies provided by Westtown are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Internet Access

Westtown provides its users with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect any web filter that may be in place. Web filters are a safety precaution, and users should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

Email

Westtown may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Westtown School provides students, faculty, and staff with access to school-owned computer networks that include a range of software, research databases, internet access, and email. Our computer network has been established with an educational purpose to support the completion of academic and professional work and to facilitate communication both within and beyond the Westtown community. Westtown School determines the services that will be available to support the educational program while preserving the stability of our network and offers no guarantee of access to the full complement of services.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. In the event a technology user has committed a criminal offense, Westtown will comply with the mandates of applicable laws. Email usage may be monitored and archived.

Social / Web 2.0 / Collaborative Content

Recognizing that collaboration is essential to education, Westtown may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

On or off campus, please don't send messages via email, social media, etcetera that are offensive, bullying in nature, or are defaming of someone's character. Remember, anything on the Internet is public even if your account is "private."

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a school-owned device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent or guardian if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will (this list includes, but is not limited to the following):

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of technology on campus is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not (this list includes, but is not limited to the following):

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.

- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Westtown will not be responsible for damage or harm to persons, files, data, or hardware. While Westtown may employ filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Westtown will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Social Media

We are aligned with the policies of social media sites that prohibit accounts for children under the age of 13. We recognize that students 13 and older use social networking/media (Twitter, Facebook, Instagram, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. There are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or school-related.

Please do the following:

Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow the school’s Code of Conduct and Privacy Policy.

- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be responsible and ethical

- Always treat others in a respectful, positive, and considerate manner
- Even though you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- We expect that you will not post comments about/images of the school that are derogatory or inappropriate or those that reflect poorly on students, parents, staff or faculty.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Please don't do the following:

Share confidential, private or personal information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.
- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers.
- Always respect the privacy of the school community members.

Please be cautious with respect to:

Other sites

- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook, Instagram and other tools, be sure to follow their printed terms and conditions.

MOBILE DEVICE POLICY

Note: The term “mobile device” in this policy denotes mobile phones, handheld music/video players, smartphones, tablet computers, laptops, netbooks, gaming devices, and similar devices that provide an interface with the Internet, access content from the Internet, and/or communicate with other devices wirelessly. In contrast to personal computing devices like the desktop computer, “mobile device” generally refers to devices that are portable.

The following policy is meant to help maintain an educational focus in the classroom and other study areas while respecting the needs of today’s students to participate in formal and informal learning environments where mobile technologies and devices are integral to communication and information. Westtown recognizes that reasonable access to personal mobile devices is necessary to support flexible learning environments and 21st century teaching and learning.

Guiding Principle for Responsible Use of Mobile Devices

At Westtown, the guiding principle for the use of mobile devices is that they support the teaching and learning process and never detract from community interactions. Westtown therefore permits students to use mobile devices and technologies on campus. Similar to existing information and communication technology use, this use should adhere to rules, guidelines, and etiquette to instill good habits, educate students on responsible and appropriate use, and support learning

General Guidelines

1. This Acceptable Use Policy governs any Internet-connected mobile device or accessory. It is important to highlight that this includes personally owned devices.
2. Students must ensure that files stored on their mobile devices do not contain illegal, violent, degrading, or offensive images. The transmission of such images/information may be a criminal offense violating state and federal law. In the event of violations, Westtown will comply with the mandates of those laws.
3. Responsibility for personally owned mobile devices rests with the student and Westtown accepts no financial responsibility for damage, loss or theft.
4. The use of camera-equipped devices is strictly forbidden in private areas, such as locker rooms, restrooms, and dressing areas. This applies on and off-campus. It is important to understand that use of camera-equipped devices in these private areas may be a criminal offense violating state and federal law. In the event of violations, Westtown will comply with the mandates of those laws.
5. The use of mobile devices to intentionally record (photograph, video, audio) any member of the Westtown community who is unaware that he/she is being recorded is prohibited. Individuals using mobile devices to intentionally record any member of the Westtown community must seek permission from the subject. Intentionally recording another individual

without permission may be a criminal offense violating state and federal law. In the event of violations, Westtown will comply with the mandates of those laws.

6. The use of a mobile device to bully or harass another (cyberbullying) is a major offense and will result in temporary confiscation of the device and referral of the student to the school's disciplinary process.

7. Westtown School reserves the right to take disciplinary action to respond to any conduct on or off-campus that diminishes the well-being of any member of the Westtown community.

8. Because the value of community is central to our mission, the following locations and events are mobile device free (completely silenced and out of sight): Meeting for Worship, assemblies, recess, all meals in the Dining Room, performances, and speaker events.

Lower School General Guidelines

1. All Lower School students use school-provided mobile devices that stay at school. Student-owned mobile devices and accessories are discouraged and not allowed to be visible in school. The devices and accessories must be stored in a student's cubby while the student is on campus.

2. Lower School students are not permitted to contact their parents or guardians on their mobile device or accessory without the consent of the Division Head.

3. Lower School parents and guardians are not permitted to call, text, or email their children during the school day.

Middle School General Guidelines

1. All Middle School students are required to bring an iPad to school and to their classes. Other mobile devices are to be stored in the student's locker.

2. Middle School students are not permitted to contact their parents or guardians on their mobile device or accessory without the consent of the Division Head.

Upper School General Guidelines

At Westtown, the guiding principle for the use of mobile devices in the Upper School is that they support the teaching and learning process and should never detract from community interactions. **Westtown therefore permits Upper School students to use mobile devices and technologies on campus.** Similar to existing information and communication technology use, this use should adhere to rules, guidelines, and etiquette to instill good habits, educate students on responsible and appropriate use, and support learning.

1. All Upper School students who wish to use a mobile phone on campus must secure their phone with a passcode and register the device with the Upper School Office immediately upon bringing it to campus.
2. Westtown School expects that mobile devices used by Upper School students will be silenced at all times, except as permitted in designated areas. The school is a workplace, and audio/ringtones from mobile devices can interfere with the atmosphere and the workplace. Members of the community who use mobile phones for organizational purposes are asked to use the vibrate feature for notifications.
3. Because the value of community is central to our mission, the following locations and events are mobile device free (completely silenced and out of sight): Meeting for Worship, assemblies, recess, and all meals in the Dining Room, performances, and speaker events. The Upper School Office (in conversation with the principal and the Educational Technology Committee) may identify locations, events, days of the week, and times of day where restricting use of mobile devices is necessary for preservation of the community.
4. Communication through mobile devices that disengages individuals with the immediate face-to-face community, such as phone calls, sustained texting, video calls, and other comparable behaviors or technologies, may only be used in designated areas of campus buildings, parking lots, main offices (with permission), or in a personal dorm room.

Upper School Classroom Guidelines

In classrooms, rules regarding the appropriate use of mobile devices will be established by the classroom teacher. As a general understanding, mobile devices are not to be used in the classroom unless there is clear and direct permission from the classroom teacher. This means that mobile devices must not be used for example, for checking the time, as a calculator, or accessing calendars without permission from the classroom instructor.

With information available from most Internet-connected devices, it is extremely important for students to turn off completely and store away (in a backpack or locker) their mobile device during assessments or in testing environments. A mobile device that is discovered during a testing situation may be referred to the school's disciplinary process for violation of academic integrity. Similar to the manner in which math instructors regulate the use of calculators, if a mobile device is beneficial or required for testing, the teacher will provide details regarding acceptable use during the testing period.

Managing Responsible Use in the Upper School

Responsible use of mobile devices is a community responsibility. If a faculty, staff member, or student leader observes a student who appears to be violating the mobile device policy, then the faculty, staff member, or student leader will engage the student in a brief conversation about their activity with the expectation of honesty and the knowledge that mobile device use is a privilege not a right. In addition to the conversation, the **faculty or staff member** has

discretion to ask the student to turn the mobile device off to prevent further disruption, and/ or to immediately confiscate the mobile device if there is a concern about images (recorded content) on the device or how the device is being used by the student. Confiscated devices will be turned into the appropriate divisional office. At the end of the day, another conversation will occur with the student at that time to confirm their understanding of the mobile device policy. The student may receive the mobile device back if a designated administrator deems it appropriate.

Violations

Each Division determines the developmentally appropriate responses to repeated violations of the Mobile Device and the Acceptable Use Policies. Please refer to the Lower School, Middle School, and Upper School Handbooks for specific consequences and disciplinary procedures.