

PRINCETON CHARTER SCHOOL ACCEPTABLE USE POLICY 2017-18

Princeton Charter School provides students with the use of Chromebooks, Google Apps for Education (GAFE), and other online resources such as PowerSchool Learning because we believe that technology, when managed well, contributes to student success: Students can access calendars and material provided by faculty at school or outside of school, complete homework and other assignments, work collaboratively on presentations and other projects, and most importantly, access information. However, we also know that distractive games or inappropriate material are also accessible through the Internet. We proactively to filter content and supervise student access, but we also rely on students to act responsibly, to report anything inappropriate content that they encounter unintentionally, and to avoid purposefully going to inappropriate sites that have eluded the school's filters.

Technology use at PCS is for academic and learning activities. Technology offers many opportunities to students to pursue academic interests and to organize and manage co-curricular interests. It is a powerful tool that must be used safely, with competence, conscience, and compassion in a school setting. Being online is a lot like being a regular student in class: The standards of good citizenship are more or less universal. We want students to be their best selves online as well as in person. To help achieve that goal, we're setting out some of our expectations here:

- Princeton Charter School student email accounts are provided to PCS students so that they can communicate with one another and with their teachers. Students cannot send email to or receive email from non-PCS accounts.
- During class time, reading period, or study hall, technology should only be used for academic work. Playing computer games, browsing the latest memes, or checking social media accounts is not an appropriate use of a student's academic time or the school's technology resources.
- Chromebooks may only be used when a supervising adult is present. Arrangements for supervised use (e.g. working on the school newspaper) must be made by asking a teacher who will be present when the devices are used.
- PCS manages its Chromebooks. Any attempt to interfere with the management of school owned devices is unacceptable.
- Any action intended to gain unauthorized access to online resources or accounts, to obtain login information of other users, or to disrupt the performance of technology is prohibited.
- Using any computing device for academic dishonesty, vandalism, theft, harassment, or abusive behavior is a serious breach of Princeton Charter School's Code of Conduct. Material that is sexually explicit, promotes hate speech, or panders to bigotry or tends to degrade other people is prohibited. Any action that is potentially harmful to oneself, PCS, or to others is unacceptable.

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- Images visible from any device (e.g. screensavers, icons) must be free of all messages that promote the use of alcohol, drugs, or tobacco or messages that are demeaning to a group of people.
- Computer use is a privilege and should be treated as such. Failure to follow the guidelines for use may result in a loss of computer privileges or more serious disciplinary action. When using PCS Chromebooks or the PCS Network, you are, by extension, representing your school and a high standard of personal conduct is required.
- Treat all school property, including Chromebooks and other electronic devices with respect. Take care not to damage equipment. If any computing device is damaged, damage must be reported to a teacher immediately and to the Director of Technology at the first opportunity.
- All information created, used, or stored on school resources is subject to review by school administrators. This includes school owned hardware, PCS email accounts, or personally owned hardware on the school's network or school property.

Safety Guidelines:

- Be kind. Follow the Code of Conduct online as well as in person. Never use inappropriate or offensive language.
- Be safe. Do not give out your own personal information such as a picture, full name, address, telephone number, or school name without a parent's or guardian's permission.
- Do not meet in person with anyone you have first met online without discussing it with your parents or guardians.
- When emailing your teachers or other adults in the school, use courtesy. Begin with Dear Mr. XYZ and end with Sincerely, Your Name.
- All content produced on an electronic device should demonstrate respect for others. Inappropriate use of technology to capture images, audio, or video without the permission of a teacher is not allowed. Before posting multimedia files to a public forum such as YouTube, students must seek the permission of their teacher.
- Don't share your email or Internet accounts or passwords with others, even close friends, and never use someone else's account, username, or password to go online.
- Don't respond to any messages or posts that are mean or in any way make you feel uncomfortable. It's not your fault if you receive such a message. Tell your teacher or parent immediately if you receive such a message or come across any information that makes you feel uncomfortable.
- Don't download unknown attachments or click on or accept pop-up offers as they may contain destructive viruses, and don't send or forward junk mail, spam, or chain letters.
- Understand that you continuously represent Princeton Charter School whenever and wherever you use email and Internet resources, even if you are using those resources away from or outside the School's network.

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Personal Electronic Devices:

- At the present time, students are allowed to use personal electronic devices before school (for example, while waiting in the Charter Room from 7:30am – 7:45am and after school at 3:15pm). If students in grades 6-8 bring such devices to school, cell phones, smartphones, Kindles, iPads, and laptops or other personal mobile technology must be stored in students' lockers during the school day. Whenever and wherever students use personal electronic devices, students must adhere to the PCS Code of Conduct and the NJ Harassment, Intimidation, and Bullying (HIB) requirements.

- The school assumes *no liability* for personal electronic devices that students choose to bring to school.

I have read and discussed the rules and safety guidelines outlined in our Acceptable Use Policy with a teacher and my parents:

Student Name (Print):

Student Signature:

Date:

Parent Name (Print):

Parent Signature:

Date:
