USE OF TECHNOLOGY POLICY

This policy applies to students enrolled in American Academy. All other students visiting our campus are also subject to the terms and conditions of this Acceptable Use of Technology Policy.

This policy provides expectations for the use of technology as it affects our school and educational community. The school's computer network is provided for educational purposes, not public access service.

The use of all school owned technology is a privilege not a right. This privilege comes with responsibilities and if you violate the responsible use of any school technologies, your privilege may be suspended and/or revoked. Please read the policies below before using our network and computers, because by using our technology you agree to be bound by the terms, conditions and regulations below.

PERSONAL RESPONSIBILITY

Students are responsible for appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms, and regarding cyberbullying awareness and response.

PURPOSE AND USE EXPECTATIONS FOR TECHNOLOGY

- The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes.
- Commercial, political and recreational use of school technology resources for personal gain is prohibited.
- The school is not responsible for any damages, injuries, or claims resulting from violations of responsible use of technology.

PRIVACY

All communication that takes place using personal technology devices or school-owned must reflect the technology rules of the school. This includes, but is not limited to, emails, texts, instant messages, and posts online.

Students should not expect that what they write or publish online is private. 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 or accessed on a school computer can be inspected. Any files saved can also be inspected. Students have a limited expectation of privacy when using their own technology on school property or at school events as long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

Parents or guardians can request permission to see the emails and other data for their child's computer account at school.

SCHOOL PROVIDED TECHNOLOGY RESOURCES

School provided technology resources can include, but are not limited to, devices owned and/or managed by the school and the school network and internet access.

- Students should be aware that they are sharing resources such as bandwidth and server space.

- Downloading or streaming large files may interfere with Internet speed. Abusing these resources can result in the loss of this privilege.

- Users must log off when finished using a school computer.

- Students are responsible for any activity that occurs through their personal account.

- Students may not use the school's technology to play computer games, unless permission is granted by legitimate authority.

- Students may not download, add, or install new programs, software, or hardware onto school-owned computers without permission from legitimate authority.

- Students are not allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers without permission from legitimate authority. This includes deleting cookies and history and re-setting the time and/or date on the computer.

- Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited.

- Students may not circumvent any system security measures.

- Students are not to share/or try to guess passwords.

- Students are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority.

Accounts and Access Deletion

Upon graduation or other termination of your official status as a student at our institution, you will no longer have access to the school network, files stored on the school network, or your school-provided email account. Prior to graduation, we recommend saving all personal data stored on school technology to a removable hard drive and set up an alternative email account.

Respect for the Privacy of Others and Personal Safety

Students should not:

- modify files, other data, or passwords belonging to others

- misrepresent or assume the identity of others

- re-post information that was sent to you privately without the permission of the person who sent you the information

- post private information about another person

- post photos or videos of others without prior permission of those who appear in the photos or videos

- use another person's account

- post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information

- use or display the school's name, logo, mascot, or other likeness or representation online which in any way reflects negatively on the school.

- Use of Personal Electronic Technology Devices (PTD). PTDs are to be used only when permission has been granted by legitimate authority for educational purposes.

  Students should not:

  - Use photos, recorded sounds, or recorded images or videos to embarrass or humiliate another person, student or adult

  - Use devices capable of capturing, transmitting, or storing images or recordings in restrooms, sleeping areas, dressing rooms, or other areas where there is a reasonable expectation of privacy

Wearable Technology

Because wearable technology is capable of being used to violate this policy and has the potential for being a distraction, teachers have the right to require that students remove wearable technology at any time.

PTDs and Inappropriate Conduct

The content of any PTD can be reviewed by a designated school official as part of any investigation of policy violation or other reasonable suspicion of inappropriate, immoral and/or illegal use. If an illegal act is discovered, local law enforcement officials will be contacted. American Academy is not responsible for any harm to PTDs, including but not limited to the loss, theft, damage, or destruction of PTDs or any content therein.

COMMUNICATION: SOCIAL NETWORK AND WEBSITE USAGE, INSTANT MESSAGING, EMAIL, POSTING, BLOG

There are exceptions to many of the rules stated in this section. It is up to the American Academy school administration to grant specific exceptions to these rules. Aside from the outright dismissal of these policies, some leeway is allowed.

Teacher and student online communication must be initiated by the teacher and may take place in the form of an email to students at the beginning of a school year (i.e., when a syllabus and welcome message is sent to students). All teacher/student communication should be educational in nature and not personal.

Students are not permitted to:

- upload images to photo-sharing websites without permission from legitimate authority
- access any rating or dating websites through the school's technology or via PTDs access material that is offensive, profane, or obscene including pornography and hate literature
- create social networking pages, accounts, sites, or groups that impersonate or misrepresent teachers or administrators, other students, or other adults in the community
- utilize social networks or websites to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community, including adults. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the school is subject to disciplinary action
- communicate inappropriately via online posts, whether public or private
- continue communication if another person asks them to stop
- post or send chain letters or spam

INTELLECTUAL PROPERTY, ACADEMIC HONESTY, PERSONAL INTEGRITY, AND PLAGIARISM

Students should not:

- Pretend to be someone else online or use someone else's identity online.
- Use, post, or make accessible to others the intellectual property; including, but not limited to text, photographs, and video; of someone other than yourself, this includes intellectual property that you were given permission to use personally, but not publicly. This behavior violates school policy.
- Use resource materials without proper citations.
- Utilize some else's work without proper permission

Responding to Violations of this Policy

Violators of our technology policies will be provided with notice and opportunity to be heard in the manner, unless an issue is so severe that notice is either not possible or not prudent in the determination of the school administrators. Restrictions may be placed on violator's use of school technologies and privileges related to technology use may be revoked entirely pending any hearing to protect the safety and well-being of our community. Violations may also be subject to discipline

of other kinds within the school's discretion. School authorities have the right to confiscate personally owned technological devices that are in violation or used in violation of school policies.

If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately tell a staff member or teacher to indicate that you did not deliberately access inappropriate information.

If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident to a school administrator as soon as possible. Failure to do so could result in disciplinary action.

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. The school is not responsible for financial obligations arising through the use of school technologies.