

# STUDENT ACCEPTABLE USE POLICY

Updated August 2023

## Introduction

*The Collegiate School of Memphis* recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for college, work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student 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 Collegiate School of Memphis* network is intended for educational purposes.
- All activity over the network or using school technologies may be filtered, 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.
- Misuse of school resources may result in disciplinary action.
- *The Collegiate School of Memphis* makes a reasonable effort to ensure students' safety and security online but will not be held responsible for any harm or damages that result from the use of school technologies.
- Users of the school network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

## Technologies Covered

*The Collegiate School of Memphis* may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

## Usage Policies

All technologies provided by the school are intended for education purposes. All students (aka "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; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

## CIPA, Filtering/Monitoring, and Privacy

*The Collegiate School of Memphis* is in compliance with the Children's Internet Protection Act (CIPA). CIPA mandates that all access to the Internet and digital communications be filtered and monitored to protect students from inappropriate online content and communications. In addition to on-site monitoring and filtering, *Collegiate* utilizes GoGuardian for off-site monitoring and filtering of content on all *Collegiate* Chromebooks.

Users of *Collegiate* computers, systems, and accounts have no rights, ownership, or expectations of privacy to any data including personal data that is, or was, stored on a *Collegiate* device, school network, cloud-based storage solution, or any school issued applications and are given no guarantees that data will be retained or destroyed. Google Applications/Extensions requests may be made through the *Collegiate* website while specific website whitelisting requests must be made by a supervising instructor.

## Third Party Vendor Access

*The Collegiate School of Memphis* shares specific data with third-party applications/vendors to provide various services and products to assist with achieving the mission of *The Collegiate School of Memphis*. This sharing includes, but is not limited to, Google's G Suite for Education Apps, G Suite Additional Apps, GoGuardian, Kickboard, Blackbaud, GradeCam, ACTAspire, Alexandria, EduTyping, Freshservice, KnowBe4, Naviance, NoodleTools, Sophos, MealsPlus, GAT+, and Aerohive.,.

## Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** Students should show respect for themselves through their actions. Students should select online names that are appropriate. Students should consider the information and images that they post online. Students should consider what personal information about their life, experiences, experimentation, or relationships they post. Students should not be obscene.
2. **Protect Yourself.** Students should ensure that the information, images, and materials they post online will not put them at risk. Students should not publish their personal details, contact details, or a schedule of their activities. Students should report any attacks or inappropriate behavior directed at them. Students should protect passwords, accounts, and resources.
3. **Respect Others.** Students should show respect to others. Students should not use electronic mediums to antagonize, bully, harass, or stalk other people. Students should show respect for other people in their choice of websites. Students should not visit sites that are degrading, pornographic, racist, or inappropriate. Students should not abuse their rights of access, and students should not enter other people's private spaces or areas.

4. **Protect Others.** Students should protect others by reporting abuse and not forwarding inappropriate materials or communications. Students should moderate unacceptable materials and conversations and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** Students should request permission to use resources. Students should suitably cite any and all use of websites, books, media, etc. Students should acknowledge all primary sources. Students should validate information. Students should use and abide by the fair use rules.
6. **Protect Intellectual Property.** Students should request to use the software and media others produce. Students should use free and open source alternatives rather than pirating software. Students should purchase, license, and register all software. Students should purchase my music and media and will refrain from distributing these in a manner that violates their licenses. Students should act with integrity.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. The downloading, sharing, and posting online of illegally obtained media is against the Technology Acceptable Use Policy.

### **Web Access**

*The Collegiate School of Memphis* 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 that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow school protocol to alert an instructor who will submit the site for review to the Technology Department.

### **Email**

*The Collegiate School of Memphis* will provide all students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

CSM-issued email accounts must 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. CSM email accounts should not be used to sign up for unauthorized subscriptions (shopping, blog sites (Reddit), etc...) or to complete online transactions.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage is monitored and archived.

### **Social / Web 2.0 / Collaborative Content**

Recognizing the benefits that collaboration brings to education, *The Collegiate School of Memphis* may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among some 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 and archived. Users should be careful not to share personally-identifying information online. Users are restricted from accessing social blogging sites (such as Reddit, Pinterest, and others) that have a plethora of inappropriate content and no unique educational value.

For reasons of security and privacy, *The Collegiate School of Memphis* prohibits faculty and staff members from engaging with students on personal social networking sites such as Facebook, Twitter, Instagram, Snapchat, and Google Plus. *Collegiate* has an official, school-sponsored Facebook and Instagram page.

### **Mobile Devices Policy**

*The Collegiate School of Memphis* may provide users with mobile computers or other devices to promote learning outside of the classroom and school. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. A repair pricing schedule is available in the technology office for review. This schedule serves as a guide; however, fees are subject to change at the time of the repair or replacement.

Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Staff members are permitted to add their personal device(s) (mobile phones and computers\*) to the CSM Wi-Fi network if security policy requirements are met. Please know that access to this network using personal devices and/or quality of service is subject to

change without notice to provide consistent service to *Collegiate* devices for academic purposes. Due to security reasons, personally-owned devices are limited to accessing local resources, and access to printers may be made available for printing from personal devices on an as-needed basis. While the technology department will attempt to ensure the compatibility of a personal device on the network, we cannot guarantee its operation or support any issues that may arise. *Collegiate* provides a functional device that will be fully supported and prioritized.

Personally-owned devices accessing any *Collegiate* data are also required to use a lock screen on the device. In addition, any computer that accesses the network will be required to have an up-to-date antivirus program installed and MAC address supplied to the technology department for network access.

\*CSM issues every employee a work computer for the purpose of completing all work-related tasks. However, in some circumstances, at the discretion of the Technology Director, a personal computer or device may be approved to be added to the network if the provided device is insufficient in some needed capacity. CSM will not, under any circumstance, be responsible for the service or repair of the personal device.

### **Printing Policy**

Students are permitted to print to Aubie in the computer lab and The Fighting Okra in the cafeteria only during the morning and afternoon open computer lab times. Printing to The Fighting Okra during lunch from the printing terminals is at the discretion of the Dean of Students. When using a mobile printer, students are permitted to print to the mobile printers only when they are physically in the classroom with the printer and for that course only. Students are limited to print jobs that are 10 double-sided pages or less in length; exceptions must be approved approved by a teacher

### **Computer Lab**

The *Collegiate School of Memphis* has a computer lab that is open daily for student use. The lab is open Monday through Friday from 7:45 to 8:10 a.m. and from 3:30 to 4:15 p.m. The lab is closed on Wednesday afternoons. The morning lab hours are for silent independent computer work while the afternoon hours are for open technology use. Please note that academic work takes precedence over non-academic activities in the afternoon. *Collegiate* also has a student technology lounge for Junior and Senior students only. The lounge is open during normal computer lab hours.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This policy includes not opening or distributing infected files or programs; not opening files or programs of unknown or untrusted origins; and not sharing any passwords used to gain access to any *Collegiate* account or application.

If you believe a computer or mobile 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 use extreme caution when attempting 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 education purposes. If you are ever in doubt, please see a member of the IT Department.

### **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 would not want parents, teachers, or future colleges or employers to see. Once something is online, it is 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 did not 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. Failure to comply with *Collegiate's* plagiarism policy may result in disciplinary action.

### **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 are at school; parent if you are using the device at home) immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Scholars should not send emails/chats 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.

### **Classroom Usage**

Technology at *Collegiate* is first and foremost for educational purposes. The following guidelines have been set in place in order to meet this goal.

- All scholars must comply with *Collegiate's Acceptable Use Policy*.
- All scholars must comply with the Chromebook Agreement when using CSM Chromebooks.
- All scholars will be assigned a Chromebook to use in each of their classes. Each student assigned to a Chromebook is responsible for the care of the device.
- All scholars should have a personal set of headphones (provided by CSM in school supply boxes) for instructional use.
- All scholars are responsible for the care of the equipment they handle, including any damages that occur to the equipment while in the care of the scholar. Any damage to technology equipment that requires repair will be the financial responsibility of the scholar.
- All scholars must promptly report any problems with their Chromebook to the Technology Office.
- All scholars should use technology on assigned tasks only in class.
- Scholars may be financially accountable for any damage resulting from negligence or misuse outside of normal wear and tear. A repair pricing schedule is available in the Technology Office for review. This schedule serves as a guide; however, fees are subject to change at the time of the repair or replacement.
- All scholars should use only their assigned laptop, unless the instructor has directed students to do otherwise.
- All scholars should defer to instructor instructions for expectations not listed.

### **Inappropriate Use of Technology**

Appropriate and inappropriate use of technology will be monitored through the Character Development System. The accrual of three inappropriate Technology Use demerits within a week or a consistent pattern of inappropriate usage will result in a technology probation for three or more days depending on the severity of the infraction.

Some examples of inappropriate use of technology are, but not limited to:

- Cyberbullying
- Accessing inappropriate materials (i.e., pornographic materials, personal social media accounts, obscene or vulgar content)
- Circumventing filtering solutions
- Mishandling device
- Placing unauthorized stickers on device

### **Limitation of Liability**

*The Collegiate School of Memphis* will not be responsible for damage or harm to persons, files, data, or hardware.

While *The Collegiate School of Memphis* employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

*The Collegiate School of Memphis* 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
- Notification to parents
- Detention or suspension from school and school-related activities
- Financial responsibilities
- Legal action and/or prosecution

## **STUDENT USE OF TECHNOLOGY – CHROMEBOOK AGREEMENT**

All students will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of Collegiate Technology is a privilege and not a right and that everything done on any Collegiate owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of Collegiate Technology may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.*

To understand the expectations of *Collegiate*, students and their parents/guardians are responsible for reviewing the Technology Acceptable Use Policy along with their Family Handbook and signing that they agree to all policies.

### **Ownership of the Chromebook**

*Collegiate* retains sole right of ownership of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, *Collegiate* administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with *Collegiate's* Technology Acceptable Use Policy when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Chromebook should last at least six hours.)
- Students must treat their device with care and never leave it in an unsecured location. Scholars are responsible for the cost of a replacement Chromebook if their device is lost or stolen.
- Students must keep their device in a school-provided backpack when traveling.
- Students must promptly report any problems with their Chromebook to the Technology Office.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by *The Collegiate School of Memphis*.
- Students must keep their device clean and must not touch the screen with anything (e.g., fingers, pen, pencil, etc.) other than approved computer screen cleaners.

### **Junior/Senior Technology Lounge Policy**

- Students are permitted to sit in the Technology Lounge during open computer lab times only, which are from 7:45 to 8:10 a.m. and 3:30 to 4:15 p.m.
- Students are allowed to converse during the morning and afternoon lounge periods; however, scholars should be respectful of other students in the computer lab and maintain a professional volume at all times.
- Failure to comply with the above policies may result in the loss of Technology Lounge privileges.

### **Responsibility for Electronic Data**

Students are responsible for backing up their data to protect from loss. Users of *Collegiate* computers have no rights, ownership, or expectations of privacy to any data that is, or was, stored on a *Collegiate* device, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed. Google Applications/Extensions requests may be made through the *Collegiate* website.

### **CIPA and Filtering/Monitoring**

*The Collegiate School of Memphis* is in compliance with all aspects of the Children's Internet Protection Act (CIPA). CIPA mandates that all access to the Internet and digital communications be filtered and monitored to protect students from inappropriate online content and communications. In addition to on-site monitoring and filtering, *Collegiate* utilizes GoGuardian and Bark for off-site monitoring and filtering of content on all *Collegiate* Chromebooks.

### **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring their Chromebook to school, the student may be required to borrow a device from the school based on direction from their teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

**Warranty**

Parents are encouraged to purchase the optional Chromebook Warranty. The Chromebook Warranty is \$40 and covers a Chromebook for 3 years. If a device (including the charging cable) covered by warranty is damaged due to normal wear and tear, that device will be repaired or replaced at a highly reduced rate, or in most cases, repaired or replaced at no additional charge. Parents must purchase the warranty at the beginning of the school year before devices are issued. Paperwork for the Chromebook Warranty is available during Parent Orientation/Student Registration.

The school will repair or replace damaged equipment resulting from normal use. Normal use is defined as damage that may occur during the normal daily operation of the equipment. Normal wear is determined solely by the Technology Department. Payment to repair all other breakages will be the responsibility of the student. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student’s responsibility and will result in the student being charged the full replacement cost to purchase a new device. See below for the price guide for common repairs. These prices are only a guide and are subject to change based on cost of acquisition of the parts at the time of the repair. If a student ceases to be enrolled in *The Collegiate School of Memphis*, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return both the Chromebook charger and the Chromebook bag. If one or both of these items is not returned, the student/parent must pay replacement cost for the Chromebook charger and/or for the Chromebook bag.

<b>Damage</b>	<b>No Warranty Cost to Repair</b>	<b>With Warranty</b>
Missing Key	\$25	\$0
LCD Screen	\$180	\$50
Bezel (Screen or Palm)	\$70	\$0
Motherboard (Ports, headphone jack)	\$225	\$75
Case (Outside housing of computer)	\$80	\$15
Charger	\$20	\$0
Backpack	\$35	\$35
EMR Pen Stylus	\$30	\$10