# Section 1: Technology Acceptable Use Policy

We are requesting consent for your student to use technology in school. This policy is intended to inform you and your student about the Telecommunications/Technology Acceptable Use Policy, as well as document your reply. Please read the information on all pages before signing this document. We encourage you to discuss with your student all of the information, especially the terms and conditions for acceptable and safe use and the penalties for misuse of technology.

- Pursuant to federal law, the Child Safety Act (Children's Internet Protection Act - CIPA) was signed on December 21, 2000. CIPA requires a "technology protection measure" that blocks or filters Internet access to visual depictions that are, obscene, student pornography, harmful to minors, or other materials deemed locally to be "inappropriate for minors."

- Henry Ford Academy, in conjunction with the Wayne RESA Intermediate School District, has a filter installed to protect our students. The filter blocks inappropriate websites relating to pornography, free email, chat rooms, instant messaging, obscene or sexually explicit materials, "hacking" and other lawful online activities.

- Students and staff are not allowed to disclose personal identification information of minors over the Internet without the permission of the Superintendent or designee.

- Henry Ford Academy monitors the online activity of its students. This is accomplished by visual inspection by appropriate staff at the time of use, periodic checks of online history, and email/Google Drive contents.

- All email, Google Drive contents, Google sites and other products created on the hfa-dearborn.org domain are property of the Academy and can be accessed if needed by Administration.

# Section 2: Student Use of Technology at Henry Ford Academy

Computers in labs and classrooms are provided as curriculum tools. There are many appropriate ways to use school computers and teachers will expect students to apply their skills in a variety of ways. *School computers are not personal computers*. Students are responsible for the choices they make every time they use school resources.

The examples below will help guide students as they make those choices. Inappropriate use will be dealt with through the disciplinary process. There are many other uses, both appropriate and inappropriate, that do not appear here, and students are expected to ask if they have any question about whether an activity is permitted.

| **Examples of Appropriate Use** | **Examples of Inappropriate Use (Will result in disciplinary consequences)** |
|---|---|
| Use and protect personal usernames and passwords | Sharing your password or using another individual's username and password. |
| Saving school assignments to flash drives, My Documents folder, or Google Drive | Downloading/copying protected data and saving it to flash drives, My Documents folder, or Google Drive. |
| Using educational games or simulations specifically assigned by a teacher | Playing any game, whether educational or not, unless in a class specifically assigned by a teacher. |
| Searching for information and using it to form your own original work, and providing credit to sources with proper citations. | Plagiarism *in any form*, including citing ideas not one's own. |
| Using school software (word processing, graphing, PowerPoint, video editing, etc.) to present your school work. | Using school software to make signs, invitations, flyers, personal letters, etc. |
| Using your school issued Gmail account to communicate with staff and students for a school project. | Using your Gmail account to read or write personal email. Accessing chat services, instant messaging or social networks for personal, non-academic reasons. |
| Printing *one* copy of school related file | Printing more than one copy of any file, even if it is school-related, unless you have specific permission from staff. |
| Adhering to the Bring Your Own Device policy by securing your personal device at all times, that is connected to the guest wireless network. | Attempting to hook up personal laptops to the school network through a **wired** connection, or accessing the **secured wireless** system. |
| Use provided technologies appropriately as instructed by HFA staff. | Deviating from appropriate use (bypassing filters, accessing social networking, harassment/public humiliation/bullying via school issued Gmail account) of district provided technologies). |

# Section 3: Student Use of Personal Wireless Communications Devices (WCDs)

**A. Definition of Wireless Communication Device**

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

**B. Overview of Policy**

According to HFA Board policy, students may use personal wireless communication devices (WCDs) before and after school, during their lunch break and as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g. extracurricular activities) and/or at school-related functions. A student must stop using a WCD if directed to do so by a staff member at any time. Any student who ignores this request will be subject to discipline as outlined in the Student Code of Conduct.

**C. Academy Release of Liability**

Students are personally and solely responsible for the care and security of their WCDs. The Academy and Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

**D. Students Rights and Responsibilities**

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The following statements represent the district's expectations for students when it comes to personal WCDs, and maintaining that privilege.

- Students may not use personal WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked by the district's CIPA compliant web filter. It is also a violation for one student to display to another student, or group of students, content that is not allowed by the web filter. Such conduct will be subject to discipline and possible confiscation of the WCD.
- Students may use WCDs while riding on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver and/or HFA Staff. Distracting behavior that creates an unsafe environment will not be tolerated. Such conduct will be subject to discipline and possible confiscation of the WCD.

- Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Such conduct will be subject to discipline and possible confiscation of the WCD.

- Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of student pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

- WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

- ***No expectation of confidentiality*** will exist in the use of WCDs on school premises/property.

- Students are prohibited from using a WCD in any way that might reasonably be interpreted by another person as being threatened, humiliated, harassed, embarrassed or intimidated.
  (*See Student Handbook/Harassment/Bullying Policy)*

- Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from acting on such information received on their WCDs.

**E. <u>Violations</u>**

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The Academy may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. pornography, threat (direct or indirect) to staff or students). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any search will be conducted in accordance with Student Handbook. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

**Disciplinary Actions for Violations**

**Initial incident: May result in a warning, referral, and/or confiscation of device.***

**Repeated incident: May result in suspension up to expulsion from school***

***The disciplinary action is based on the severity of the violation as determined by administration.**

# Section 4: Use of Google Apps for Education Account

While attending Henry Ford Academy (HFA), each student has access to Google Apps for Education. The Google Apps "suite" includes word processing, spreadsheet, presentation, calendar, email, and many other collaborative tools. Additionally, this suite of applications is available in "the cloud", which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer.

(a) In order to create a safe, effective way for students and staff to communicate with one another, Henry Ford Academy issues to each a student an email account under the domain @hfa-dearborn.org. Students access their account using Gmail. Henry Ford Academy is required by the Student Internet Protection Act (CIPA) to have measures in place which protect students from harmful materials. As such, HFA takes the following steps with student email usage:

- Student Gmail is ad-free, and is filtered for spam.
- Student email is archived internally, and searchable at any time for inappropriate usage.

(b) HFA also has the duty to abide by the Children's Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps suite.

(c) HFA will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student's email account, and/or their student's Google Apps for Education files. School staff are responsible for monitoring a student's behavior online during the school day, while parents take over that responsibility at home. *Students are responsible for their behavior at all times.*

Students that adhere to proper use of Google Apps for Education, including email, will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate sexual or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the HFA staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

(d) Access to and the use of Google Apps for Education is considered a privilege and benefit to students in our district. Henry Ford Academy maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred. The district will follow the discipline process outlined in the Student Code of Conduct.

***Consent to this agreement is required before your student will be permitted to use Academy owned or Personal technology while attending school.***

**Student User Agreement - MUST BE SIGNED BY ALL *STUDENTS***

I hereby agree to abide by the Henry Ford Academy Technology Acceptable Use Policy. I further understand that any violation of the policy may be a violation of law, civil regulations, or Board of Education Policies. Should I violate the policy, my access privileges may be suspended, school disciplinary action may be taken, and /or appropriate legal action may result.

**Student First Name (PRINT):** _____ **Student Last Name (PRINT):** _____

**Student Signature:** _____ **Student Graduation Year:** _____

**Date:** _____

**Parent User Agreement - MUST BE SIGNED BY Parent/Guardian of all *STUDENTS***

I have read and understand the Henry Ford Academy Technology Acceptable Use Policy. As the parent/guardian of the student signing above, I grant consent for my student to have access to instructional and telecommunications technology.

**Parent First Name (PRINT):** _____ **Parent Last Name (PRINT):** _____

**Parent Signature:** _____ **Date:** _____