

Students are expected to follow all the guidelines listed and take any additional common-sense precautions to protect the school's technology **resources**. Furthermore, they must be responsible in the use of the school's computers and network and/or their personal device (e.g. tablet or laptop computer) and act in accordance with the mission and expectations of Midwest Academy. Failure to abide by the details of this document may result in financial liability and disciplinary action.

The use of technology is a privilege, not a right. The misuse of technology is subject to regulation, denial, and discipline.

Midwest Academy provides technology to promote communication and support opportunities for educational research and collaborative work. Technology resources and supported devices may include but are not limited to:

- School-owned computers, iPads, printers and other related systems
- Personal laptops and iPads (Providing access to school networks only)
- Internet and WiFi networks
- e-mail
- Telephone systems, voicemail long-distance systems
- Copiers
- Fax Machines
- Audio-visual systems
- Other equipment as may become available.

For the purpose of this policy, "users" include students, staff, and others using the technology system at Midwest Academy. The most important prerequisite for someone who has access to technology is that **they** take full responsibility for **their** own actions. All terms and conditions as stated are applicable to any "user" using technology, whether it is provided by Midwest Academy or personal property.

Security for the network is a high priority. Midwest Academy will make good faith efforts to protect children from improper or harmful matter that may be on the Internet. The school uses a filtering system for this purpose. Anyone identifying a security problem on the network should immediately notify Jean Coffman or Bill Johnson. Any attempt to bypass the filtering software is subject to disciplinary action.

All users Midwest Academy's technology facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7(b) regarding copyright software.

Violations of any acceptable use policy may result in disciplinary action as defined below. When and where applicable, law enforcement agencies may be involved. The Head of School, with the assistance from Middle School and High School Division Heads, will oversee the enforcement of the policy.

Individual responsibilities for hardware:

Treat the computer with as much care as possible. Avoid use in situations that are conducive to loss or damage. For example, never leave computers on the floor or the edge of a table. Return laptops and iPads to the designated, secure place when finished with use.

Parent Initial _____ Student Initial _____

Don't eat or drink while using the computer. Keep the computer with you, within your sight or in a secure place at all times. Unattended equipment, if stolen, is your financial responsibility.

Do not do anything to the computer that will physically alter it. Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing (for example: placing `stickers' on the laptop, writing on the laptop). Any alterations could void the warranty, and families will be responsible for the repair or replacement cost. Do not remove or interfere with the serial number or any identification placed on the computer. Do not modify icons, titles of folders or other labels incorporated into the display saved to a computer. Any damage caused to a school owned piece of technology will be the financial responsibility of the student's parents.

Your responsibilities for software and electronic data:

The student is responsible for backing up both school-related and personal data. Midwest Academy does *not* permanently store any student data on the school's network. Midwest Academy is not responsible for lost data saved to the school's server or internet hosted file site on a temporary basis.

Your responsibilities for school network use:

The network, all programs, and any information on them are the property of Midwest Academy and may be accessed by the administration as deemed appropriate.

The primary purpose of the school technology platform is to allow students to access information and programs relevant to and appropriate for education.

Therefore, the following prohibitions are in place:

In general, the only accessing and downloading which should be done on any school computer is of materials that are used to support the academic program. Expressly prohibited materials include (but are not limited to) those that violate state and federal laws or the tax-exempt status of the school, hate speech or hate images, sexually explicit material or any form of harassment – relevant to gender, race, ethnicity, social group, appearance, intellect, etc.

Do not use the school's computers or network to invade the privacy of others, either internal or external to the school's network. Do not access the files or accounts of any other school network user, nor access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.

Do not electronically or physically alter or disturb the network in any way.

Only use the network configurations set in place by the school.

Student cell phones or gaming devices will not be connected to the Midwest Academy wireless network.

The installation or use of any Internet-based file-sharing programs designed to facilitate the *illegal* sharing of copyrighted material (music, video, and images) is explicitly prohibited. Individuals with legitimate, school-related needs to use a legal file-sharing program may seek **prior approval** from the school.

Parent Initial _____ Student Initial _____

Violations include, but are not limited to, the following:

- Bypassing or attempting to bypass the filtering system
- Using the school's access to the Internet for reasons other than educational purposes
- Gaining intentional access or maintaining access to materials which are obscene, pornographic, or whose dominant appeal is sexual in nature
- Gaining intentional access or maintaining access to materials which are defamatory, abusive, threatening, harassing, racially offensive, dangerous, illegally discriminatory, or other illegal materials
- Playing and downloading lyrics, images, music, or copying music for non-educational purpose
- Playing non-approved computer games while on school property

- Using the Internet for illegal activity, including gambling, computer hacking, and copyright plagiarism or intellectual property law violations
- Accessing chat rooms, social media or networks or instant messaging services
- Using e-mail during class time when not explicitly instructed to do so by teacher
- Using e-mail as a chat service
- Posting anonymous messages on the system or other media forums used for educational purposes
- Electronic forgery
- Theft or vandalism of data, equipment, or intellectual property
- Invading the privacy of individuals
- Attempting to gain access to or gaining access to student records, grades or files
- Introducing a virus or other malware to, or otherwise improperly tampering with the system
- Degrading or disrupting equipment or system performance
- Providing access to the school's network to unauthorized individuals
- Reposting a message that was sent to you privately without permission of the person who sent you the message
- Posting private information about another person.
- Using outside programs to obscure user identification, such as VPN concealers or incognito modes
- Employing hotspots or personal devices to access content prohibited by this policy

Consequences:

Any violation of this covenant will incur consequences including, but not limited to expulsion or dismissal from Midwest Academy depending upon the severity of the offense. When appropriate, individuals will also be required to provide financial remuneration to Midwest Academy.

Carrying a laptop computer or iPad:

Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the machine and the potential loss of data.

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Screen care for a laptop computer or iPad:

The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost several hundred dollars to replace. Screens are particularly sensitive to damage from excessive pressure.

Do not grab and squeeze the computer, as this can damage the screen. Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Parent Initial _____ Student Initial _____

Never leave any object on the keyboard, including papers. Pens or pencils left on the keyboard could crack the screen when the lid is closed.

Do not clean school owned computers unapproved cleaners.

Battery life and charging a laptop computer iPads:

All Lithium-ion batteries have a definite life span of about two years. Do not let the battery completely drain. Immediately shut down if you are unable to connect to the charger or receive a low battery signal. After each use reconnect the device to the charging station. Close the lid of the computer when it is not in use in order to save battery life.

Midwest Academy Disclaimer

Midwest Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages a user suffers. This includes loss of data resulting from delayed deliveries, non-deliveries, or service interruptions caused by its own negligence or any user's' errors or omissions. Midwest Academy will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. Midwest Academy will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet. Midwest Academy makes the complete Internet and Technology policy and procedure and updates thereto available on request for review by all parents/guardians and other members of the community. This policy and all its provisions are subordinate to local, state, and federal statutes and are in force in perpetuity.

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____

Date _____