

The Anthony School

Technology Department

NOTE: A copy of this agreement is available on our website at www.anthonyschool.org.



Responsible Use Policy

The Purpose of the Responsible Use Policy is to set forth guidelines and expectations for responsible use of technology by students, staff, and teachers in order to provide a safe and effective learning environment at The Anthony School. The use of technology in the classroom will enhance both the way teachers facilitate the learning process and the way students not only gain information, but also learn how to analyze and reflect on that information. Our goal is to give students the tools necessary to become responsible and ethical digital citizens, to guide them in their quest to become members of a global networking community, and to provide assistance and support as they learn how to communicate with respect, integrity, empathy, and compassion.

For the Individuals Using Technology

1. Students will exercise personal integrity and responsibility.
 2. Students will master certain social-emotional skills in order to maintain ethical use of such technology.
 3. Students will avoid using the technology to participate in activities that interfere with the learning process.
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For the School

1. The Anthony School will provide a social-emotional curriculum based on stages of human development to guide the implementation of our technology program and stay true to our mission statement.
2. Our goals include the following:
 - To provide access to educational tools, resources, and communication.
 - To encourage innovation and collaboration.
3. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

Expectations and Rules

Responsible use of The Anthony School's technology resources means that all users pledge to be ethical, respectful, academically honest, and supportive of the school's mission. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined both in this document and in The Anthony School Handbook.

Violating any portion of this agreement will result in a disciplinary review, including possible suspension or expulsion from The Anthony School, and/or legal action.

The Anthony School will cooperate fully if any event requires the involvement of law enforcement officials in any investigation related to potentially illegal activity conducted through our network.

A student may receive disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of Anthony School students or members of the school community, or constitutes behavior embarrassing to the school.

Online Behavior

- I understand that, as a member of The Anthony School community, my actions reflect on the school. In ALL of my online communication, I will be respectful and polite. This includes, but is not limited to, e-mail, chat, instant-messaging, texting, gaming, and social networking.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, school staff member, or parent before engaging in that activity.
- Cyber Bullying: Cyber Bullying is when the Internet, a cell phone, or another device is used to send or post text or images intended to hurt or embarrass another person. Any case of Cyber Bullying that directly affects a student's emotional well-being while at school is subject to disciplinary action by The Anthony School personnel and/or administration.
 - I will not intentionally hurt or embarrass another person or group with my technology use as described above.
 - I will notify a teacher, parent or staff member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.
- Obscene or Inappropriate Materials
 - I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects.)
 - If I mistakenly access inappropriate information, I will notify a teacher or staff member immediately.
 - Consequence: Communication with parents, limited use of computer for a period of time, and possible detention, suspension, or expulsion.

- Disparagement: Disparaging remarks, comments or statements are those that attack the character, honesty, integrity, and morality of an institution and/or person(s).
 - I will not attack/criticize The Anthony School and/or any of its faculty and staff publicly (on public forums, blogs, social networks, etc.) at any time.
 - Consequence: Communication with parents, limited use of computer for a period of time, and possible detention, suspension, or expulsion.
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Privacy

- I will not share any of my passwords with anyone or use anyone else's passwords. If I become aware of another individual's password, I will inform that person and a member of the technology staff.
 - I will be ethical and respect the privacy of others throughout The Anthony School network and Internet and will not share or access others' folders, files, or data without authorization.
 - I understand that The Anthony School has the right to look at any messages, data, e-mail, logs, or files that exist on the network or on individual computers. In addition, The Anthony School reserves the right to view or remove any files on the network.
 - **I will not share or post online personally identifying information about any members of The Anthony School community without permission (addresses, phone numbers, e-mail addresses, photos, videos, etc.).**
 - **I will not take and/or post photos or audio/video recordings of another student, teacher, staff member, administrator, or Anthony School event without the express permission of the person in question or, in case of a school event, both The Director of Marketing and the Head of School.**
 - Consequence: Communication with parents, limited use of computer for a period of time, and possible detention, suspension, or expulsion.
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Use of School Technology Resources

- I will not play games, instant-message, or access music or videos at school unless it is part of the curriculum or is specifically authorized by a teacher.
- I will not deliberately perform any act that might negatively impact the operation of anyone's computers, printers, or networks.
- I will not use file-sharing or music downloading software while on The Anthony School network.
 - Examples:
 - BitTorrent Clients
 - Transmission Vuze
 - uTorrent
- I will use The Anthony School network space for school-related activities only.
- I will not use my Anthony School email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable/inappropriate materials.
- I will not use The Anthony School's technology resources for commercial activity or to seek monetary gain.
- I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department immediately.

- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.

Examples:

Virtual Private Networking (VPN) Software

Proxy Software

- I will not install software on school computers not approved by the technology department.

Examples:

Gaming Software

Personal Mac Appstore Purchases

- I will not take laptops from the laptop cart without permission.
- I will not take laptops from the laptop cart home.

Apple Classroom is an app that offers teachers management features to help guide learning, share work and manage student devices.

Data Security and Privacy

The Anthony School uses Apple features and services for education in compliance with their obligations under the Children’s Online Privacy Protection Rule ([COPPA](#)) and the Family Educational Rights and Privacy Act ([FERPA](#)) in the United States.

Per the privacy policy, Apple Classroom will never sell student information, and will never share it with third parties to use for marketing or advertising. Apple Classroom will never build profiles of students based on their online behavior, and will not collect, use, or disclose student information other than to provide relevant educational services.

[Apple’s Data and Privacy Overview for Schools](#) provides additional details on how Apple handles student data and privacy for Managed Apple IDs and related education features.

Apple Classroom supports student privacy by deactivating features outside school and the school network, respecting the balance between educational oversight and personal space. It is important to note that the tool does not have control over cameras and microphones.

This tool will only be used on The Anthony School network and in an active class session. The teacher cannot view student devices outside of his/her class, with the exception of administrative representatives.

Features and Benefits

The purpose of these tools is to create an educational digital environment that is designed to be safe, compliant with

educational standards, and conducive to learning. Teachers can utilize these tools for teachable moments as they arise and engage students in critical learning opportunities. Students will have the benefit of this support and engagement from Teachers but only in the assigned learning time in the classroom.

Apple Classroom includes the following features:

- **Enhanced Learning Engagement:** Utilizes real-time remote support of student devices to support engagement providing a more interactive and responsive educational experience.
- **Focused Educational Environment:** Educators can gently guide students back to classroom activities, ensuring a distraction-free learning space.
- **Safe and Customizable Online Access:** Provides flexible control over internet access, enabling a secure and tailored online environment that adapts to the needs of each class or educational session.
- **Interactive and Supportive Communication:** Fosters a collaborative learning atmosphere through digital messaging and screensharing, enabling personalized support and a more connected classroom community.

How educators use these tools for student support

Educators may view student usage specifically within their class period. This can only occur while the device is connected to the school network.

If a student's browsing seems to reveal sensitive information about the student, staff will not disclose that information to others unless (1) legally required to do so or (2) the student has authorized disclosure.

All employees of The Anthony School are mandated reports of suspected child abuse and neglect. As such, we are required to take follow-up measures regarding any case of suspected child abuse, neglect, or exploitation.

School staff who have knowledge of a suicide threat or self-harm threat will take the proper steps to support the student and to report this information to administration or designee who will, in turn, notify the appropriate staff, the student's family, and appropriate resource services.

Frequently Asked Questions

What communications between teachers and students will be allowed using these new tools?

Teachers and students may use chat and screen sharing during the class period the student is in the teacher's class. Students will not be able to chat with other students.

Are teachers able to block specific websites during class time?

Yes, teachers have the ability to control student access to certain websites, including specific YouTube pages. This can be done in coordination with the lesson plan or other class activities.

Will students be able to tell when one of these tools is actively in use on a student device?

Yes, students will see a blue AirPlay indicator in the status bar when their device is in an active classroom session.

Will teachers be able to access a student's activity history after class?

Yes, teachers will have access to a report that shows student activities and website usage **during their class** if the tool is activated. This allows them to review and analyze student engagement and participation. Using the tool, educators can capture screenshots of the screen during an active class session (only during school class hours and/or while the device is connected to the school network). Screenshots are not captured automatically and require educator action.

When and how do the tools operate? Can the teacher see through the camera?

Teachers using the tool cannot control students' microphones or cameras.

Hacking

Hacking is the gaining of access (wanted or unwanted) to a computer and viewing, controlling, copying, creating data (leaving a trace), or deleting data.

- Hacking of any type (ethical or non-ethical) will not be tolerated at The Anthony School.
 - Consequence:
 - Suspension or expulsion.
 - If a student is suspended, he or she will not have network access upon his or her return to school.
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File Management and Back Up

- Students can use web-based systems (such as Google Drive) or a flash drive for the backup of files.
 - It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Losing a flash drive is NOT an acceptable excuse for missing work, nor is computer malfunction.
 - I understand it is ultimately MY responsibility to save my work in any and every manner possible to ensure I am able to retrieve it when necessary.
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Personally Owned Computer Equipment and Devices

- Connecting to other networks while on campus is prohibited.
 - The Anthony School is not responsible for repairs or for diagnosing technical issues on personal devices. Any violation of the The Anthony School Responsible Use Policy will result in disciplinary action consistent with the school's rules and policies, regardless of who owns the device.
 - Installing or booting to non-approved operating systems is prohibited. Example:
Developmental or beta release software
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Printing

- Printers are available throughout the school; students should print to the printer closest to the classroom in which they are working.
- I will not send my work to multiple printers; instead, I will troubleshoot why the document is not printing and contact someone in the technology department if necessary.

- I will be environmentally aware of how much paper I am using and make a responsible and informed decision regarding how necessary it is to print any material. I will not print anything that is unnecessary or wasteful.
- I will not print anything outside of a required assignment or project.

Limitation of Liability

The Anthony School takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. TAS reserves the right to block content that negatively impacts the academic performance of students.

The school cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. TAS is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Warranties

The Anthony School makes no warranties of any kind, whether expressed or implied, for the service it is providing. TAS will not be responsible for any damages suffered; this includes, but is not limited to, loss of data resulting from delays, service interruptions caused by negligence or user errors, or omissions.

The use of information obtained via the Internet is at your own risk. TAS denies any responsibility for the accuracy or quality of information obtained through its services.

Student

I have read, understand, and promise to adhere to all policies and procedures outlined in the Responsible Use Policy.

Student Signature:	Date:
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Parent/Guardian

I have read, understand, and bear witness to the fact that both my child and I agree to the policies set forth in the Responsible Use Policy.

I also hereby authorize The Anthony School to create online accounts and email for school purposes.

NOTE: A copy of this agreement is available on our website at www.anthonyschool.org.

Authorized By:	Date:
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