



# WALKER MEMORIAL ACADEMY

## Acceptable Use Policy (Grades 6-12)

Walker Memorial Academy (WMA) provides technology for its students to access the internet. This service allows students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. WMA has made a major investment to give all students access to computers and iPads to enrich the learning experience.

At WMA, access to and use of devices will be under teacher or staff direction. Furthermore, all internet traffic, including emails, are monitored on both iPads and desktop computers. Access is a privilege, not a right. Access entails responsibility. Any user may be revoked access, and any account may be suspended by WMA administration at any time deemed necessary.

WMA has adopted this Acceptable Use Policy (AUP) to set guidelines for using the devices and the internet service provided by WMA. Each year, each student must sign and submit this AUP to WMA before receiving access to devices. Each student must also have a parent/guardian sign the AUP. By signing this policy, the student and parent/guardian agree to follow the rules set forth in this AUP and to report any misuse of devices or the internet to a teacher or supervisor.

Parties agreeing to this AUP understand that WMA may revise the AUP as it deems necessary. WMA will provide notice of any changes either by posting a revised version of the AUP on [www.wmaeagles.org](http://www.wmaeagles.org) or by providing written notice to the student and parent/guardian.

To obtain access to devices and the internet, students must successfully complete the Student Internet Test with a grade of 100%. A student will qualify to access devices at WMA only after successful completion of the Student Internet Test and submitting a copy of this AUP signed by both the student and parent/guardian.

The provided WMA school email account (grades 6-12 only) may be used during the time the user is a student of WMA. This will be deleted promptly after students are no longer enrolled at WMA. Any associated data that a student does not wish to lose should be saved elsewhere before the account is removed.

Each user of WMA devices is responsible for his/her behavior and communications on those devices. School administrators may review files or communications associated with a device or student account in order to maintain system integrity and ensure that devices are being used responsibly. Files stored on school devices or provided WMA school email accounts are not private. The technology administrators have access to this information and monitor it continually. Teachers and parents have the right at any time to request to see the contents of student emails or other files.

Use of the Internet has been established for a limited educational purpose. The term *educational purpose* includes classroom activities and limited high-quality self-discovery activities. The internet access has not been established as a public access service or public forum. WMA has the right to place restrictions on the material the students access or post through the system. All students using a WMA device, or the WMA provided WMA school email account, whether at school or at home, are expected to follow the rules as set forth below:

### **Acceptable Uses of Devices and the Internet:**

- The WMA school email account provided by WMA should be used for educational purposes only.
- Students may access devices **only** with the direct knowledge of a teacher **and** when an adult is present in the room.
- If a user is uncertain about whether a particular use of a device or the internet is appropriate, he/she should consult a teacher or supervisor.

### **Unacceptable Uses of Devices and the Internet:**

The following uses of the account provided by WMA are unacceptable:

### **Violating any State, Federal Law, or Municipal Ordinance**

*Unacceptable uses include but are not limited to:*

- Selling or purchasing any illegal substance.
- Accessing, transmitting, or downloading pornography, obscene depictions, harmful materials or materials that encourage others to violate the law.
- Transmitting or downloading confidential information or copyrighted materials. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. If a student is unsure whether any work can be copied or used, he/she should request permission from the copyright owner. Copyright law can be very confusing. If in doubt, ask a teacher.
- Students must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as the student's work. The work of others may be included with the appropriate reference and citation to support student's ideas.
- Accessing, transmitting, or downloading of inappropriate materials on the internet as determined by the WMA administration.
- Obtaining and or using anonymous email sites.
- Deliberately attempting to disrupt the computer system or destroy data by spreading computer viruses or any other means. These actions are illegal.

### **Causing Harm to Others or Damaging Property**

*Unacceptable uses include, but are not limited to:*

- Deleting, copying, modifying, or forging data belonging to other users.
- Accessing the WMA school email account of another user, reading or forwarding their emails.
- Intentionally damaging technological equipment, files, or data.
- Using profane, abusive, or impolite language.
- Falsifying your identity, impersonating other users, or sending anonymous emails.
- Threatening or making defamatory or false statements about others.
- Harassing/bullying another person through the internet. Harassment/bullying is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student must stop.
- Knowingly accessing, transmitting, or downloading offensive, harassing or disparaging materials.
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance.
- Using any WMA device to pursue "hacking", internal or external to WMA or attempting to access information that is protected by privacy laws.
- Students will not attempt to change the wallpaper of any device.
- Students will not show or identify network security issues or problems to other users. Students are expected to immediately notify a teacher or school employee if they feel they have identified a possible security problem.
- Making any alteration to a computer, keyboard, mouse, printer etc. This includes but is not limited to: switching keys on a keyboard, unplugging monitors, switching keyboards or mice.

### **Using or Tampering with the Accounts of Other Users**

*Unacceptable uses include, but are not limited to:*

- Using the account identifier or passwords of other users.
- Disclosing any account password or iPad passcode to other users or allowing other users to use your account for any reason.
- Attempting to gain unauthorized access to an account or the files of another user for any reason.
- Interfering with the ability of other users to access their accounts.

### **Commercial Uses**

*Unacceptable uses include, but are not limited to:*

- Students may not use the internet connection at WMA for any personal commercial purpose. This means students may not offer, provide, or purchase products or services through the internet connection at WMA.

### **INTERNET SAFETY:**

- WMA has internet filtering software on all devices to restrict access to harmful internet sites, filter searches, and monitor internet traffic, including emails, to provide access to the internet in as safe an environment as possible. This software works on WMA devices whether they are at WMA or not.
- No internet filtering software is foolproof and there is still some risk that an internet user may be exposed to a site containing inappropriate materials. If a student mistakenly accesses inappropriate information, he/she must immediately disconnect from the site and notify a teacher or school employee in person or by email. This will protect the student from a claim that he/she has intentionally violated this policy.
- If a user sees another user accessing inappropriate sites, he/she should notify a teacher or supervisor immediately.
- WMA will implement a mechanism to monitor the online activities of all users, including website browsing, email use, social media, and other forms of electronic communications. Such a mechanism may lead to discovery that a user has violated this AUP. Monitoring is aimed to protect users from accessing inappropriate matter, as well as help enforce this policy. WMA reserves the right to monitor the online activities of all users and to access, review, copy and store, or delete any electronic communications or files and disclose them to others as deemed necessary.
- Students shall not reveal personal information about themselves or about other persons on the internet. Students should not reveal their full names, home addresses, telephone numbers, school addresses, names of their parents, etc. on the internet.
- Students should not meet in person anyone they have met on the internet without permission from their parent.
- Students will promptly report to their teacher or any school employee any message they receive which they feel is inappropriate or which makes them feel uncomfortable.
- Parents should instruct their child about any additional material they feel is inappropriate for that child to access. WMA fully expects each student to follow the instructions of their parents in this matter.

### **PRIVACY POLICY:**

- WMA has the authority to monitor all accounts, including email and other materials transmitted or received via the accounts. All such materials are the property of WMA. Account users do not have any right to or expectation of privacy regarding such materials.

### **EMAIL USE:**

- WMA has provided an email account for each student. This is the only email account that a student may access while at school or from a WMA device. There will be no exceptions. If a student sends homework to himself at another email account, it will not be accessible while on the WMA campus or using a WMA device. The provided email account may not be used to subscribe to any service outside of what is directed by a teacher for educational purposes.

### **GAMES:**

- Non-educational games are not allowed.
- Unauthorized educational games are not allowed.
- Loading or playing games onto a school device is considered inappropriate and is prohibited.

**SOCIAL MEDIA and CHAT ROOMS:**

- Social media should not be accessed without the express permission of a teacher or WMA staff member.
- Non-educational chat rooms are expressly prohibited.

**PERSONAL COMPUTERS:**

- Personal computers from home are not allowed to be used on the WMA campus without administrative approval.

**THUMB DRIVES, CDS, MASS STORAGE DEVICES:**

- These devices are not to be used by students without a teacher's specific instruction to do so and supervision. Students are provided with a WMA school email account that includes cloud storage. Students may also use email or AirDrop to send files from one device to another.

**FOOD AND DRINK:**

- Food and drink are prohibited from being taken into or consumed in the computer lab.
- Students are prohibited from having or consuming food or drink near iPads.

**COMPUTER LAB RULES:**

Violation of any lab rule (whether posted or relayed orally by the teacher) constitutes a violation of this AUP.

**PENALTIES FOR IMPROPER USE:**

The use of devices and the internet at WMA, along with the WMA school email account, are a privilege and not a right. Inappropriate use will result in the restriction or cancellation of the user's account as follows:

**School Computers:**

1. **First Offense** – Computer access is denied for two weeks;
2. **Second Offense** – Computer access is denied for four weeks;
3. **Third Offense** – Computer access is denied for the remainder of the school year.

**IPAD AUTHORIZED USE:**

As a Walker Memorial Academy Eagle, I understand the iPad is a tool to be used for academic purposes only. Using this tool requires respect and responsibility.

**Be respectful:**

- Students must use the iPad case provided by the school.
- Neither personal writing nor decorations are to deface the iPad cover.
- The iPad screen lock photo (portrait of your face only), wallpaper (use only default photos), and student/iPad name are not to be changed.
- iPads should be closed when entering the classroom.
- Headphones may only be used in the classroom with permission from the teacher.
- iPads are to be left in lockers or classroom safe zone when using the bathroom
- **BEFORE** making a video/audio recording, **ALWAYS** obtain the permission of the person(s) you wish to record.
- Pictures of a classroom chalkboard/whiteboard may only be taken when permission is given by the teacher.

**Be responsible:**

- Charge your iPad in a common area at home. Bring it to school fully charged every day.
- Do not attempt to access the App Store to download apps to iPad.
- Do not put heavy books or materials on top of the iPad.
- The iPad should never be left in extreme heat such as a hot car or direct sunlight.

- iPads should remain closed in the classroom unless the teacher allows students to use them.
- Students may only stream videos with permission by the teacher.
- Do not share your iPad passcode with any other students.
- iPads are stored in lockers or safe zones when not being used for class.
- During lunch your iPad is to be left in the classroom safe zone or your locker.
- Students can only use the iPad assigned to them.
- Do not attempt to delete any profiles on the iPad in an attempt to bypass the Mobile Device Management System.
- Students are to return the iPad, charger, and charger cord at the end of the year.
- Parents must be fully involved in monitoring the use of the iPad including internet use and social interactions.
- If my iPad case is torn or damaged, or if my iPad screen is cracked or my iPad is damaged, I must report and show the homeroom teacher immediately. I am responsible for the cost of repair as set out in the WMA Handbook.

### **iPads Violations and Consequences:**

*iPads will be randomly checked for academic use.*

If a student violates this AUP, he/she must reset his/her iPad passcode to 123456 and give the iPad to the teacher. The student is still responsible to submit all assignments and projects on time via a classroom or personal device. Otherwise, students must submit analogue work.

#### **Verbal Warning**

- iPad open when entering classroom or greeting teacher (1st offense)
- Using headphones in the classroom without the teacher's permission (1st offense)
- Taking non-academic pictures or videos (1st offense)
- Forgetting to bring iPad to school - must complete schoolwork using classroom device or on paper (1st offense)
- Writing on or decorating the iPad cover or name label (1st and 2nd offenses)
- Changing the lock screen photo from personal selfie
- Setting heavy objects on the iPad

#### **iPad remains with teacher for that class period**

- iPad open when entering classroom or greeting teacher
- Leaving iPad unattended outside the classroom
- Using headphones in the classroom without the teacher's permission
- Using iPad in classroom without teacher permission (includes seminar time)
  - 1st and 2nd offense
  - 3rd offense remains with the teacher until the next day.

#### **1 Full School-Day:**

- Forgetting to bring iPad to school-Parents bringing iPad after 8:00 a.m. MUST deliver it to the office (2nd and 3rd offenses)
- Doing inappropriate searches and repeatedly trying to visit blocked websites (1st offense)
- Taking non-academic pictures or videos (2nd offense)

#### **2 Full School-Days:**

- Sharing or loaning the iPad to another student beyond a group project
- Writing on or decorating the iPad cover or name label (3rd offense)

#### **3 Full School-Days:**

- Unauthorized viewing or sharing of videos and/or activities
- Doing inappropriate searches and repeatedly trying to visit blocked websites (2nd offense)

#### **4 Full School-Days:**

- Taking non-academic pictures or videos (3rd offense)
- Repeated unauthorized viewing or sharing of videos and/or internet content

**5 Full School-Days:**

- Sharing your passcode or someone else's passcode with another student
- Creating an audio or video recording or taking photos of lectures or notes without teacher permission
- Photographing or videoing anyone without their permission or knowledge
- Removing property record number on iPad
- Resetting the iPad

**Total Loss of iPad Privilege**

- Using the iPad or WMA school email account to violate any state or federal law, or municipal ordinance
  - Doing inappropriate searches and repeatedly trying to visit blocked websites (3rd offense)
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WMA makes no warranties of any kind for the devices or internet service it provides. WMA will not be responsible for any damages suffered, including loss of data. WMA will not be responsible for the accuracy or quality of information obtained through the network connection.

**TO THE STUDENT:** When you are using the WMA devices and internet connection, you may feel like you can easily break a rule and not get caught. This is not true because wherever you go on the device you leave "digital footprints". Even if you do not get caught, there is always at least one person who will know whether you have done wrong – that person is you. Your use of the internet and devices provides insight into what kind of person you are.

Your signature below affirms your understanding and acceptance of the WMA Acceptable Use Policy. It means you will abide by the standards of use as set forth in this policy and as announced throughout the school term. Any violation will result in immediate termination of internet and network access and may activate other disciplinary procedures as noted in the school handbook or other policies of WMA.

**User Agreement for Computers, iPads, and Internet:**

Students and Parent/Guardian must agree to this AUP in the online enrollment prior to students accessing the WMA devices and WMA internet.