

Grace Episcopal Day School Technology Agreement

Acceptable Use Policy
Cell Phones and Other Electronics
Online Remote Learners in a Hybrid Learning Environment

2020 - 2021



Acceptable Use Policy

- ❖ The Internet shall not be used without teacher permission.
- ❖ The resources of the Internet shall be utilized with teacher supervision for educational purposes only on all school devices and personal devices.
- ❖ All students will have a G Suite for Education (Google) account in order to log in and access learning apps and assignments as needed.
- ❖ At the request of the teacher, students will install and/or use specific Google Apps and Chrome extensions needed to facilitate and supplement learning on their computer devices.
- ❖ In order to protect students' privacy and ensure biometrics data (like facial recognition) is not collected by Google and other third parties, students will not upload a photo of themselves or anyone else as their Google profile picture. Students may upload an appropriate profile picture approved by a teacher.
- ❖ Students' storage space is not private and should not be treated as such. The contents of storage space, such as files or communications, may be viewed at any time to ensure the safety and integrity of the work.
- ❖ General school rules for behavior and communications apply to all use of school related resources and personal devices. Students shall agree to support the acceptable use of the Internet resources and promote good digital citizenship. Any materials or communications that are pornographic, violent in nature, vulgar, inflammatory, disrespectful, or otherwise harassing are totally unacceptable and will be handled immediately.
- ❖ Students using personal devices in class will turn off message notifications, will not send messages, and will not send personal emails during the school day unless the teacher has given permission.
- ❖ Students will only use their email accounts with teacher permission. When using their school email accounts, students will not send or receive emails outside of the geds.net domain.
- ❖ Students will not rearrange, delete, add, or otherwise change any computer settings established on a school computer. General school rules for the care of school property will apply.
- ❖ Students will not damage computers, computer systems, or networks.
- ❖ Students will not post photos, videos, or information about others without consent.
- ❖ Students will not violate copyright laws, engage in plagiarism, trespass in another person's account, folders, work, or files.
- ❖ Students will not download files from the Internet onto a school computer without permission.

- ❖ Printing will be limited and will only be with teacher permission.
- ❖ Grace Episcopal Day School uses Internet filtering software. However, if inappropriate material appears on the screen, students will immediately minimize the window and notify the supervising teacher(s) without creating a disruption in the classroom.
- ❖ During periods of remote learning, teachers may use teleconferencing software to conduct classroom discussions with their students. There might be instances where teachers will video record the classroom discussions so that their students (and parents) in the class can have access to them for playback at a later time.

Cell Phones, Smartwatches, and Other Electronics

Elementary students

Elementary students who bring cell phones to school must leave them powered off in their backpacks while on campus. Cell phones may not be out of backpacks during school hours or while attending Extended Day.

Students may not bring other electronics to school, including games, radios, walkie-talkies, etc. unless permitted during exceptional activities.

Middle School Students

Middle School students do not need to bring a cell phone to school. In the case of illness, or other difficulty, students will be allowed (at an appropriate time) to use the school phone to call their parents.

If middle school students choose to bring their cell phones to school, students may use cell phones with teacher approval only. Whenever cell phone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate photos or to video record classes, to send text messages to other students in class, or in ways that would otherwise violate a school rule.

- ❖ Cell phones may not be used on campus before school begins or during the school day.
- ❖ Cell phones must be placed in the designated homeroom classroom space during school hours.
- ❖ Cell phones must be turned off or completely silent (no vibrating).
- ❖ Cell phones may be retrieved at dismissal.

- ❖ Students may briefly check their cell phones at the designated time (approximately 3:10 p.m.) for a parent message. Students may not check social media or respond to texts from anyone except a parent or guardian at this time. Students may not use their phone to show pictures, websites, or videos to other students at this designated time.
- ❖ Cell phones must be placed inside student backpacks before leaving the classroom/locker area. Students are not allowed to use or check their phones during carpool.
- ❖ Smartwatches may be worn when used only as a time-telling device or possibly a calculator (when allowed by the teacher).
- ❖ Smartwatches must not receive messages or have access to the internet.
- ❖ The cell phone that is paired with the smartwatch must be turned off and kept in the designated location for cell phones.
- ❖ The smartwatch cannot be a distraction to the student or anyone else.

All Students

Students who violate these policies will have their electronics confiscated. Families will be required to come to the school office to pick up the confiscated items. The student may lose the privilege of bringing electronics to school and will also be subject to disciplinary procedures for violation of these policies. The school will not be responsible for loss, damage, or theft of personal electronic equipment.

Online Remote Learners in a Hybrid Learning Environment

In a hybrid learning environment where some students are present in the physical classroom and other students are accessing classes in real-time online from home, families of remote learners agree to the following.

Students

- ❖ Students will attend all classes as outlined by the child's teachers and Head of School.
- ❖ Students will meet all communicated deadlines for assignments, assessments, projects, and papers.
- ❖ Students will check in/meet with each of their teachers regularly, as outlined by the child's teachers and Head of School.
- ❖ Students will communicate with their teachers regularly and whenever they have a problem.

Parents

- ❖ Parents confirm that their child has access to a computer with an internet connection at home.
- ❖ Parents understand that by choosing the online remote learning option that their child will be participating in classes in real-time online with their teachers and fellow classmates.
- ❖ Parents will support their child's success in online remote learning by
 - o Setting up a space conducive to learning and studying.
 - o Supporting their child's progress.
 - o Helping maintain their child's study schedule.
 - o Encouraging their child to communicate with their teachers whenever he/she has a question or problem.

Families

- ❖ Families agree to protect the privacy of students by not recording and/or sharing instruction/classes during online remote learning via email, text, or any social media platform.
- ❖ Families agree to refrain from commenting on the behavior of any students physically in the classroom during online learning publicly or via email, text, or any social media platform.
- ❖ Families agree to refrain from commenting on a teacher's style or method of instruction publicly or via email, text, or any social media platform.

Failure to comply with the policies set forth in this agreement may result in termination of online access. Further action could be taken and is at the discretion of the administration.

Families commit to utilizing online real-time remote learning in lieu of campus instruction from August 12, 2020 through September 11, 2020. After September 11th, families may reassess. If family circumstances change prior to September 11th, they must submit an appeal to the school to return to campus instruction before September 11th.

Family Acknowledgement of Technology Agreement

Please sign and return this page to the administration.

I/We acknowledge receipt of an e-copy of the Technology Agreement and agree to abide by the policies/guidelines outlined in the Family Handbook.

Student Name(s) _____

Parent Signature _____ Date _____