Pride Academy Charter School

2024-2025 Technology Equipment and Internet Use Policy for Students

General Computer and Network Use

Pride Academy believes that the use of technology and computer-assisted communications is vital to our student's success. It is the responsibility of our educators to foster an understanding of appropriate technology and to teach those technological skills necessary to promote academic excellence. The proper use of technology and technological skills will be integrated into our instructional programs when learning is enhanced by its use.

Pride Academy encourages the use of computer-assisted communications such as the Internet when it supports our curriculum and advances the learning process. The Internet provides connections to other computer systems located all over the world. Pride Academy does not control the content of the information available on these systems. Some of the information available may be controversial and/or inappropriate for Pride Academy students.

Preserving access to computers and the Internet is a community effort that requires each student, parent, and teacher to act responsibly and guard against abuses. Therefore, both the community as a whole and each user have an obligation to abide by the following standards of acceptable and ethical use:

All Users Shall

- Use the school computers and Internet access for classes and assignments as indicated by a teacher.
- Use **only** your school accounts during the school day and use them only for their intended purpose.
- Care for school technology as instructed, in order to prevent damage and preserve equipment.
- Use only the accounts which you are authorized to use and use them only for their intended purpose.
- Be responsible for protecting our computer systems by not sharing your password with anyone, inside or outside the Pride Academy community.
- Respect the privacy and personal rights of others.
- Follow the instructions of your teacher or the lead computer teacher regarding access and use of online information.
- Abide by applicable laws and school policies
- Respect the copyrights and intellectual property rights of others including the legal use of copyrighted software, making sure to include attribution when using someone else's images or written material.
- Report any misuse, malfunctioning equipment, or missing parts to your teacher or the lead computer teacher immediately.

Users Shall Not

- Do not use material from a website without the permission of the owner of that site. That is a violation of copyright law.
- Do not include material copied from a website in an assignment handed to a teacher without proper citations. That is plagiarism.

- Do not download software on the school network or on individual school computers without the express permission of Pride's lead computer teacher.
- Do not change the system configuration on a school computer.
- Do not add extensions to your school user account, including but not limited to desktop themes, games, cameras, keyboards or any other extension.
- Do not use the school network to access files that might, in any way, harm the school network.
- Do not bypass or disable the school's filters
- Do not access social media accounts, yours or anyone else's, in school at any time or on any device.
- Do not obtain or use anyone else's password.
- Do not pretend to be someone you are not, such as a celebrity or another Pride Academy student.
- Do not use the school network to maliciously develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Do not use the school network or computers for personal financial gain.
- Do not use the school network or computers to run your own business.
- Do not use the school network or computers for any illegal purpose.
- Do not use the school network or computers to send hate mail, or for the purpose of harassment, discrimination, or other antisocial behaviors.
- Do not use the school network or computers to access pornography or other inappropriate material.
- Do not use curse words or language which may be offensive or threatening to another user.
- Do not intentionally search for materials on the Internet or school network that are inappropriate for your age, grade level, or academic objective.
- Never give personal information including personal photos, your name, address, or phone number to anyone on the Internet.

Supervising Adult (Pride Staff, Parent and/or Guardian)

The supervising adults are responsible for monitoring student use when the student is under their supervision. Pride Academy Charter School expects all users to exercise respectful, ethical, and legal behavior when using the school's network and resources. Consequences for violations may range from temporary loss of Internet access and /or other computer use to expulsion. Disciplinary actions may be determined consistent with existing policies and regulations concerning staff or student conduct. Where applicable, law enforcement agencies may be involved. All Pride Academy students and parents are required to sign an agreement to adhere to school policies and procedures before a student is allowed to
access the Internet.

Internet Safety Policy

The primary goals of the Pride Academy Internet policy include the following: 1) to promote and ensure the welfare and the safety of our students when using the Internet; 2) to provide Internet access so students can become effective and safe Internet users; 3) to extend awareness and knowledge of the Internet; and 4) to become motivated, responsible, independent users of the Internet.

Use of the Internet facilities at Pride Academy is for educational purposes.

All students must sign the Acceptable Use Policy and have the signed permission of a parent/caregiver before using the Internet at school. These documents will be kept on file by the school.

Students may not access the Internet in school unless they are supervised by a teacher or another staff member. This includes use before or after school hours.

Students will be provided with school e-mail accounts. All student e-mail messages sent and received on the school's computer network may be monitored and are subject to review. There should be no expectation of privacy of written or electronic communication or any other activity on the school network or on school-owned devices. All e-mail messages will be archived for review at a later date, if necessary.

Names and photographs of students will only be used with parental permission, as granted on the Publicity Release Form. No other personal information shall be posted. Students' work, including their first name and grade level, may be posted on sites hosted by the school's local network. Student work, without the full name, may be posted on Web 2.0 websites (wiki, blogs, digital storytelling, and video). Photographs/images of students will not be identified by individual names.

Only authorized webmasters may post on sites hosted by Pride Academy Charter School.

All student workstations must have filtered access to the Internet. The level of filtering is determined by Pride Academy. No filtering system or firewall is 100% foolproof. Students are responsible to use the school network and school-owned devices for academic purposes and strictly in accordance with this agreement. If inappropriate sites are inadvertently accessed, then the student must notify his/her teacher immediately. In turn, the teacher must contact the Principal/Dean of Students so that the offending website can be submitted to the Technology Department for blocking. Students will be held accountable and receive disciplinary consequences for deliberately accessing and/or searching for inappropriate websites and information. Pride Academy assumes no liability for the content of information or websites a student may access via the school network or while using a school-owned device.

Cyberbullying

Cyberbullying is when a student is repeatedly tormented, threatened, harassed, humiliated, embarrassed, or targeted by another student at any time. Such targeting infringes on the right of students to focus on their education and is against the law in the state of New Jersey. Currently, tools used in cyberbullying include cell phones, text messages, photo and video messages, e-mail, instant messages, websites, social networking sites, chat rooms, and software "robots." As technology changes, the tools used will also change.

Pride Academy will take whatever steps are necessary to protect our students and their families from cyberbullying that occurs at any time of the day, whether it originates in school or at home. All offenses should be reported immediately to the principal of the school, Mrs. Fiona Thomas. Consequences for cyberbullying in our school community can be severe including loss of computer privileges, suspension, involvement of law enforcement if necessary, and potential recommendation to the Board of Trustees for removal from Pride Academy.

Care of STEAM Lab Equipment

The purpose of this policy is to ensure that the use of the STEAM Lab laptop computers, networks, robotics equipment, printers, any other technology equipment, and its software at Pride Academy Charter School is consistent with the educational goals and policies of our school. Access to such equipment and its technology is a privilege that requires responsibility. Inappropriate use will result in suspension or cancellation of privileges, with additional disciplinary measures as deemed appropriate by the supervising instructor/staff member, Director of Technology, Dean of Students, and/or the principal.

The equipment is strictly for the use of educational purposes and/or school related activities, and is subject to inspection by a Pride staff member at any time. Students are not allowed to access non-school related information or use unassigned programs and softwares. Additionally, Pride Academy Charter School will not be held liable for unauthorized technology activity should a student choose to disregard these rules.

Students must respect: the STEAM Lab equipment and its technology, the intellectual property of other students, and other students' equipment and programs. Students must follow local and international copyright laws.

Care of our Technology

Students will be assigned a Chromebook laptop for their exclusive use during the school day that will always remain at school. Students may not take this laptop home with them at the end of the day.

Students may receive a loaner device for use at home, which should be used for homework, extended learning activities, remote instruction, school related activities, and other educational purposes. These devices will be managed and subject to in-person or remote inspections at the request of a Pride staff member. Furthermore, school devices used at home are expected and required to be treated with the same care, rules, and instructions as devices used in school.

Parents will be responsible for any damage or vandalism that occurs to the school laptops and chargers and will be required to compensate for the cost of replacing the equipment. In signing this AUP document, you agree to these terms.

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I have reviewed the Computer and Internet Use Policy and will adhere to these guidelines.

Student's Name (Please print): _____ **Grade:** _____

Student's Signature: _____**Date:**_____

Parent/Guardian Authorization

I have reviewed the Pride Academy Charter School Computer and Internet Use Policy with my child (_____) and agree to support it and enforce it with my child. Additionally, I will be prepared to take responsibility for the cost of repairing or replacing Pride Academy owned laptops and chargers that my child damages or breaks either at school or at home. I also acknowledge that the minimum amount for repair of a damaged or broken laptop will be at least $100.00 and I agree to pay this fee for any damage incurred.

Required Parent/Guardian Signature_____ **Date:**_____

The cost to replace a laptop that is damaged beyond repair is $200 and I agree to pay the full cost of replacement if my child damages the laptop beyond repair.

Required Parent/Guardian Signature_____ **Date:**_____

In signing below, I also acknowledge receipt of the following notification: Pride Academy owned Electronic devices (such as laptops/tablets) that are provided to your child for in-school or home-loaner use may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. Pride Academy Charter School district shall not use any of the capabilities in a manner that would violate the privacy rights of your child or any individual residing with the student.

Parent/Guardian's Name (Please Print): _____

Parent/Guardian Signature_____ **Date:**_____