

Technology Acceptable Use Policy

Upper Elementary and Middle School

* On Campus and Distance Learning *

Japhet School students have access to the Internet and educational software through a networked system and Google Apps for Education. Some assignments require Internet research. Class time is available for working on these projects, and they often require additional work at home. Students may save work in their Google Drive account. Students work on the Internet with staff supervision.

Note that Japhet School Technology Guidelines govern both the Japhet School devices as well as the Japhet School student Google accounts. Students are expected to abide by the policies below whether Japhet School Google account usage is within the school building or at home:

- Students will demonstrate respect and care for computer equipment at all times.
- Students will respect the personal files and data of others. They shall not try to copy, change, or delete files or other data belonging to another student. They shall not change computer or screen settings unless directed to by an adult.
- Students will respect the equipment of others. They shall not touch any part of another's computer while another student is working.
- Students will ask permission before downloading a file.
- Students will ask permission and express thrift before printing.
- Students will only make pre-approved contacts leading to some justifiable educational growth on the Internet. Students may not use the Internet to access any inappropriate material or files. Japhet School faculty and staff reserve the right to define what is inappropriate.
- Students will not access personal email accounts or give out personal information about themselves (such as addresses, phone numbers, full names, or school name) when on the Internet without permission.
- If an inappropriate site is accessed, the student must turn off the monitor or close the lid and inform the adult supervisor immediately. To avoid this situation, students should read the summary of a website before clicking on it.
- Inappropriate language, harassment, discriminatory remarks, and other antisocial behaviors are prohibited. Japhet School faculty and staff reserve the right to define inappropriate or antisocial behavior and/or materials.
- Students may only use school devices for schoolwork. **School devices may not be employed for personal use.**

Failure to abide by these guidelines will result in verbal or written consequences and/or suspension from use of any Japhet electronic device for a period of time based on severity of the action.

We, the undersigned, have read, discussed, understand, and agree to abide by the Technology Acceptable Use Policy for Japhet School. Returning this form with a proper signature is required before Internet and device usage.

Student _____

Date _____

Parent/Guardian _____

Date _____

Also review with your child and sign the Google Apps for Education form.

Students and parents must sign and return both pages before students may access devices and the Internet at Japhet School.

Google Apps for Education Parent Consent Form

Google Apps for Education is a suite of web-based programs providing email, word processing, spreadsheet, presentation, calendar, research, and collaboration tools that can be used by all Japhet School students, faculty, and staff. Google Classroom is included in this suite of apps. Japhet School accounts are intended for collaborative schoolwork, and to that end, Japhet School email accounts will only be able to send mail to and receive mail from other Japhet School users.

The Google Apps for Education accounts are property of Japhet School. Therefore, the content in these accounts may be accessed or searched by designated Japhet employees. As the provider of these services, Japhet School will also be able to provide parents and/or guardians with their child's login information, if requested.

At all times, students are responsible for their adherence to Japhet's Technology Acceptable Use Policy, both within the school and elsewhere. Students who misuse their accounts will be referred to the Head of School who will deal with any infraction on a case-by-case basis. The Head of School may choose to suspend student access to specific applications, or may choose to suspend a student's account privileges entirely for a length of time appropriate to the offense. Parents will be notified should their student be in jeopardy of their account access being altered or suspended.

Japhet School is committed to ensuring that students get the appropriate level of technological experience and education based on the age and developmental level of the student. As students move from grade to grade they will gain greater knowledge, thus access, to online applications. We are dedicated to striking a healthy balance between time spent on and away from screens.

I give permission for my child to have access to the Japhet School Google Apps for Education account that has been assigned to him/her for school-related use.

Student Name: _____

Parent Name: _____

Parent Signature _____ Date _____

Also review with your child and sign the Technology Acceptable Use Policy.

Students and parents must sign and return both pages before students may access devices and the Internet at Japhet School.