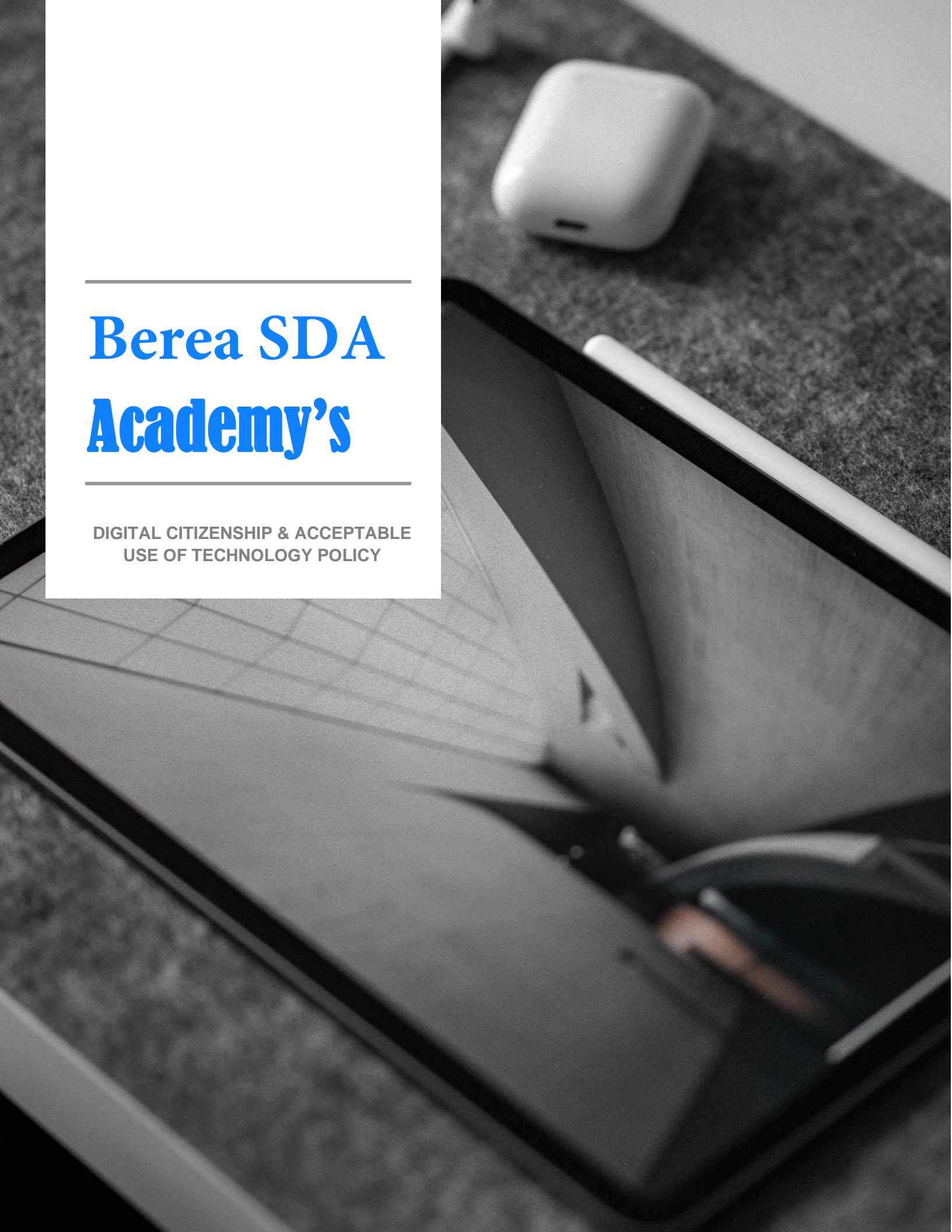# Berea SDA Academy's

DIGITAL CITIZENSHIP & ACCEPTABLE USE OF TECHNOLOGY POLICY

Berea SDA Junior Academy's
Digital Citizenship and Acceptable Use of Technology Policy

ACCEPTABLE USE OF TECHNOLOGY POLICY

Through technology, the academy provides access for students and staff to use resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the academy by facilitating resource sharing, innovation, and communication with the support and supervision of administration, teachers and support staff.

The Opportunities and Risk of Technology Use, with access to computers and people all over the world comes the potential availability of material that may not be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the academy cannot completely predict or control what users may or may not locate. The Board of Trustees believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the Academy.

In accordance with the Children's Internet Protection Act, the Academy installs and operates filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other material as well. At the same time, the Academy cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the academy is not liable or responsible for:
1. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
2. The accuracy or suitability of any information that is retrieved through technology;
3. Breaches of confidentiality;
4. Defamatory material; or
5. The consequences that may come from failure to follow academy policy and procedures governing the use of technology

Privileges and Responsibilities
The Academy electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the academy reflect on the academy. Therefore, student users must conduct themselves accordingly, by exercising good judgment and complying with this policy and any accompanying

administrative regulations and guidelines. Students are responsible for their behavior and communications using the Academy's technological devices.

Student users of technology shall:
- Use or access Academy technology only for educational purposes
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible always for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.
- The iPad is for the use of current Northeastern Academy students.

Student users of technology shall not:
- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene, or defamatory language.
- Harass or attack others.
- Vandalize or damage computer equipment, systems, networks, hardware, software, date or programs.
- Knowingly spread computer viruses.
- Violate copyright laws or software licensing agreements.
- Use others' passwords or accounts.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Reveal their personal address or phone number, or those of other users.
- Use Academy technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school.
- Use technology for any illegal purpose or activity.

Disciplinary Actions
Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state, or federal law may subject the student to prosecution by appropriate law enforcement authorities.

No Expectations of Privacy
The Academy's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on Academy servers will be private. The Academy reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmission and files by persons outside, or from persons inside the Academy.

Additional Rules/Actions
The Principal or his/her designee may establish regulations, guidelines, and shall take appropriate action to implement this Policy.

IPAD USER POLICY

This policy is to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the User Terms and Conditions outlined in the policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

The use of Berea SDA Junior Academy's technology resource is a privilege, not a right. The privilege of using the technology resource is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Berea SDA Junior Academy. Any other usage is considered a violation and may result in disciplinary actions up to and including suspension/expulsion.

It is the student's responsibility to care for the iPad while it is in his/her possession. iPads and all accessories (including but not limited to case, charger, keyboard) are to be returned one week prior to the end of the school year.

If a student fails to return the iPad at the end of the school year, the cost of the iPad will be charged to that student for replacement and/or a theft report might be filed with the Massachuetts City Police Department. iPads are expected to be returned in working condition and students/guardian will be held responsible for any damages to the iPad. A fee will be charged for any needed repairs, not to exceed the replacement cost of the iPad.

Students are expected to adhere to the guidelines as stated above in the "Acceptable Use of Technology Policy" when using iPads.

Opting Out

Should a parent/guardian want to have his/her child opt out of being assigned an iPad, then the parent/guardian must provide a signed letter stating as such and provide a reason for opting out. It is still the student's responsibility to meet all course requirements.

DIGITAL CITIZENSHIP

Dress Code

Attire should be modest, neat, clean, non-distracting, and appropriate for time and place; ***pajamas are prohibited***. Violators of the dress code will be dropped from the online class session for that day. The student will receive zeros on any work missed during the class time.

Attendance

The school day begins at 8 am and ends at 3:00 pm and Fridays at 1:00 am. Students are expected to be on time for their online classes. A student who misses 15 or more minutes of an assigned class and/or assembly is considered absent for the entire period. The student must email an excuse note from a parent stating why he/she was legitimately detained. Notes are also required for all excused and unexcused absences. Please refer to the schedule below for the times for each class period.

Period	Monday to Thursday	Period	Friday
1	8:00 – 9:00 am	1	8:00 – 9:00 am
2	9:05 – 10:05 am	2	9:05 – 10:05 am
3	10:10 – 11:10 am	4	10:10 – 11:10 am
4	11:15 am – 12:15 pm		
Lunch			
5	1:00 – 1:30 pm		
Office Hours	1:30 – 2:30 pm		

Classroom Conduct

Students who fail to respond to their teacher's counsel and continue to be a discipline problem in class, may, on the recommendation of the teacher, be dropped from the class and fail the course. Should students become a discipline problem in other classes as well, their continuance in school is in jeopardy. Students who have been removed from any class for misbehavior may be suspended from school for a designated time. Profanity is prohibited. (Zero tolerance).

Work Ethic

Be prepared to work daily. Bring paper, pencils, pens, and other resources as required. Complete assigned homework nightly.

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CYBERBULLYING POLICY

Berea SDA Junior Academy provides a positive and productive learning and working environment. Any form of aggravation using electronic devices, commonly known as cyberbullying, by staff, students, or third parties is prohibited and will not be tolerated. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or school property to harass or stalk another.

Berea SDA Junior Academy will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.
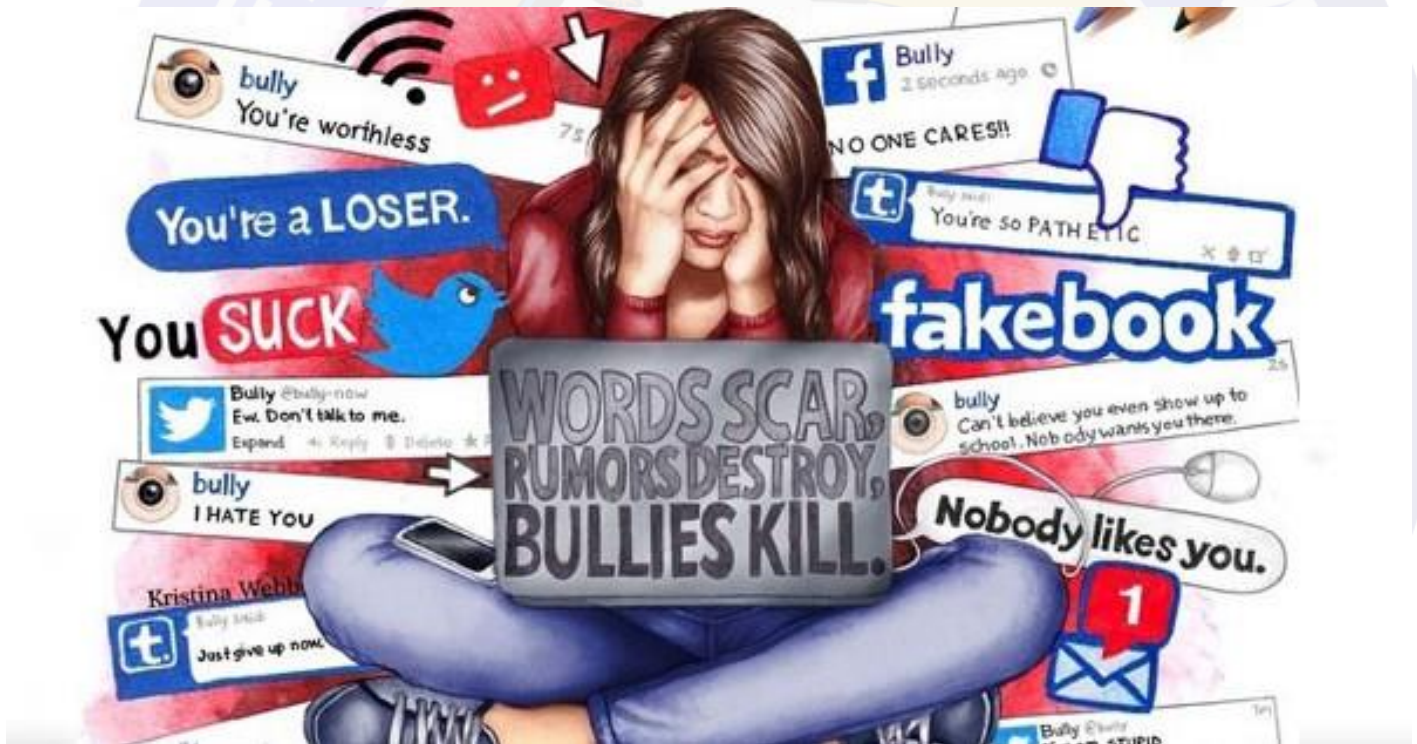
The Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

The school may revoke the privilege of a student or third party, who uses school equipment or the electronic communication system to engage in cyberbullying; or may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the administration. Individuals may also be reported to law enforcement if necessary.

Failure to comply with the rules and regulations noted above under "Digital Citizenship" and "Cyber Bullying", will result in immediate disciplinary action.

Students may access the networks and technology resources only after submitting the Berea SDA Junior Academy's Digital Citizenship and iPad Acceptable Use Policy. Parent or guardian permission is also required for minors.

"By typing my name below, I am indicating that I have read the following Northeastern Academy's Digital Citizenship and iPad Acceptable Use Policy, outlining the appropriate usage of the iPad and student expectations for distance learning. I pledge my commitment to uphold these policies which govern Berea SDA Junior Academy - a Seventh-day Adventist Institution."

_____   _____

Student's Full Name   Date

_____   _____

Parent's Full Name   Date