



## **TECHNOLOGY @ BARRIE PREP**

Barrie understands the value of technology in education and how technology can be leveraged to expand students' intellectual abilities, develop creative talents, and discover passions. We strive to create lifelong learners who are confident, competent, and responsible digital citizens, and who understand appropriate and equitable use of all of the technologies available to them.

At Barrie, students generally interact with technology in three methods: technology assigned for individual use from the school as part of our 1:1 program, shared technology resources provided at school (including borrowed devices), and personal devices brought from home.

Understanding how each of these technologies work to support academic and personal excellence, as well as how to fulfill their role as a responsible user, is vital for student success. As such, our Student Responsible Use Policy is grounded in our mission and supported by our core values of Respect for Self, Others, and the Environment; Collaboration and Teamwork; and Social, Emotional, and Physical Wellbeing.

## **STUDENT RESPONSIBLE USE POLICY**

As responsible users within the Barrie community, all Barrie Prep students are expected to uphold the following community expectations. It is important to note that academic work always takes priority over any other use of network resources. Network resources include owned or leased equipment including computers, tablets, printers, scanners and other peripherals, email, internet resources, servers, network files and folders, and any other technology-related equipment or services. These rules apply to any use of Barrie's network resources whether accessed on or off campus.

Students will demonstrate **Respect for Self** by committing to:

- Preserving the strict privacy of their login and password information and not sharing this information with other students or community members, other than school officials, technology personnel, and/or their parent(s) and/or guardian(s);
- Preserving the strict privacy of their personal information and the personal information of others by refusing to give out home address(es) or phone number(s) to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- Ensuring that any files, documents, or accounts they access are either their own or resources they have been given permission to access, including shared documents and files (altering the files or settings of others without permission is vandalism);

- Avoiding any action that could be deemed illegal or unethical, including adhering to all legal copyright laws and regulations;
- Maintaining high standards for classroom participation and community engagement by limiting their use of technology to the needs and requirements of their classwork.

Students will demonstrate **Respect for Others** by committing to:

- Upholding respectful and professional electronic exchanges with others and by refusing to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- Limiting their use of network resources to academic pursuits in order to improve the experience for all network users. This includes refraining from downloading, streaming, or listening to internet-based music, video, and large image files not required for school work.
- Treating all network resources and equipment with proper care and respect as outlined in the Standards for Proper Technology Care;
- Disconnecting from any and all technology when approached by a community member and/or guest or when participating in a community event (i.e. assemblies, sports games, pickup/dropoff lines). This includes removing any personal audio listening devices, silencing any audio alerts and/or notifications, and dimming/closing the device screen.

Students will demonstrate **Respect for the Environment** by committing to:

- Preserving the physical and technical condition of network resources by refusing to alter, add, install, disable, or delete any files that affect the configuration of a school device or physical modifications that may impact use or appearance (other than a device assigned for personal use) or copy Barrie school software for use outside of the network (copying school owned software programs is considered theft);
- Preserving the rights of copyrighted material. The installation and/or use of any Internet-based filesharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images);
- Upholding all posted and communicated processes and procedures for accessing shared network resources, including carts, printers, copiers, and other shared devices;
- Maintaining responsible use of all community charging resources and powering down devices when not in use.

## **DISCLAIMER**

Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Barrie. While Barrie's intent is to make Internet access available for educational goals and objectives and takes appropriate precautions that are aligned with the Child Online Privacy Protection Act (COPPA), account holders may have the ability to access other material.

Because Barrie owns and/or operates the equipment and software comprising the network, the school is obligated to insure all facilities are used legally. All content created, sent, accessed or downloaded using any part of Barrie's network resources is subject to the rules herein outlined as well as state and federal law.

School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours or outside of school. As owners of the network, including email systems, the school administration reserves the right, if needed and at its discretion, to remotely access your device and examine electronic files. Students found in violation of the policy will be disciplined.

Lastly, these guidelines apply to all devices accessing the school network, whether a device is school owned or personal equipment.

## **ELECTRONIC DEVICE GUIDELINES**

The guidelines as explained in this document are effective upon receipt of a Barrie school owned mobile device Chromebook or iPad between Barrie School (Barrie), the student receiving the device (student), and his/her parents or legal guardians (parent). The Student and Parents hereby agree to the following:

- **Ownership:** As outlined above, Barrie retains sole right of the device and grants permission to the student to use it according to the guidelines set forth in this document. The student is responsible to ensure the safety and security of the device at all times while it is in the student's possession or under the student's control. Under no circumstances will the student leave the device in the care or custody of any person other than the student's parent and/or Barrie teacher or administrator. Moreover, Barrie administrative staff retain the right to collect and/or inspect the device at any time.
- **Classroom Use of School-Owned Devices:** Students, as outlined above, are expected to bring their device to class each day fully charged. If the device is not being used in a particular class and/or an assignment provided by the teacher doesn't require use, if instructed to stow, the student should do so. In an effort to ensure "time on task," teachers may collect all devices at the start of class and store them in a safe and secure location and reissue at the conclusion of the class. Because students are provided fully working devices, students should not use and/or have cellphones (or other electronic devices) out or visible during class unless it is specifically teacher directed for an assignment and/or listed in a child's accommodation plan.
- **Cell Phone Usage:** Cell phones must remain in students' lockers during school hours unless students are instructed by their teachers to bring them to class for academic purposes. When used in class for academic purposes, if instructed to stow, the student should do so. In the event students have cell phones out without permission, faculty will collect and give them to the Dean of Students for safekeeping until the end of the day or ask students to return them to their lockers. If parents need to reach a child in the event of an emergency, they should contact the Prep office. Likewise, students can make calls from the school's landline when necessary. Repeated violation of this policy will result in disciplinary action.
- **Equipment Provided:** Each student is provided a school-owned device and is advised not to share and/or exchange with other students as the assigned student will be held liable. Barrie will retain records of the serial numbers and track the associated peripherals (protective cases, power adapters, etc.) of equipment assigned to students. Devices owned by the school will be collected at the end of the year. Devices not returned within one week of collection will be billed for the price of the device.
- **Substitution of Equipment:** In the event the assigned device is inoperable, Barrie has a limited number of spare mobile devices for use while the device is being repaired or replaced. The student may not opt to keep a broken device. Moreover, if a student forgets to bring their device to school, a loaner may not be available. Students are still expected to participate and complete all assigned tasks. Students are expected to bring fully charged device to school each day.

- **File Backup:** It is the sole responsibility of the student to backup data as necessary. Barrie provides a means for backup, along with directions, but Barrie does not accept responsibility for any limitations and failures of such software.
- **Responsibility for Damages:** The student is responsible for maintaining a working device at all times by using reasonable care to ensure that the device is not damaged as outlined herein. In the event of damage not covered by the warranty, the student and parent will be billed 100% of the repair costs (*or replacement of the device if determined unrepairable*). Barrie reserves the right to charge the student and parent full cost for repairs and/or replacement when damage occurs due to gross negligence or intentional damage as determined by administration. Examples of gross negligence include, but are not limited to, damage or loss resulting from an unattended and unlocked device while at school, using equipment in an unsafe environment (i.e. on the soccer field), using equipment in an unsafe manner, or lending equipment to individuals to whom it was not assigned.
- **Responsibility for Loss:** In the event the device is lost or stolen, the student and/or parent should report the problem immediately to the administrative assistant, an administrator, or a member of the technology department. If the device is stolen or vandalized while not at Barrie or at a Barrie sponsored event, the parent shall file a police report. In the event the device is unrecoverable or inoperable after recovery, the student and parent will be billed the full cost of replacement.
- **Legal & Ethical Use:** Barrie reserves the right to monitor all school-owned computers, cellular phones and other electronic devices in a variety of ways to ensure compliance with the policies and procedures outlined herein. Prohibited uses of technology include, but are not limited to: a) commercial use: using school system devices for personal or private gain, personal business, or commercial advantage; b) political use: using school system devices to advocate, directly or indirectly, for or against legislation, a ballot proposition and/or the election of any person to any office; c) offensive use: using school system devices to demean or defame a person or to communicate obscene, offensive or inflammatory dialogue; d) dangerous use: using school system devices to access unknown or unsafe Internet sites that may contain viruses, worms, malware or spyware; and e) illegal or inappropriate use: using school system devices for illegal, harassing, vandalizing, or inappropriate purposes, such as the recording, viewing or sharing of pornography or posing as another person (aka “catfishing”). Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, bullying, or harassing another person. Disciplinary action, if any, shall be consistent with school policies and practices, including the Student Code of Conduct. Violations may constitute cause for revocation of access privileges, suspension of access to school system devices, or other disciplinary action such as firing, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis by the Head of School, Division Head and/or Deans. Consultation with the technology department and/or law enforcement may be required depending on the infraction. Parents will be actively engaged and informed throughout the process.
- **Customizing Device Settings:** Students are permitted to alter and/or add files to customize their assigned device to their working style (i.e. background screens, default fonts, and other system enhancements). Outside of these changes, students should follow the guidelines outlined above. For example, stickers or other adhesive items shouldn’t be attached to the device itself.
- **Music & Games:** Students are permitted to listen to music during study periods, lunch, or work times deemed appropriate by the teacher. If directed by any faculty or staff to stop listening to music, students should comply. Devices are provided for educational use only; games not directly related to class work are not permitted during the school day. Students engaged in such activity will be warned. Other disciplinary actions could follow. Please note, all music content should be school appropriate (i.e. no violent or profane content).

- **Social Media and Networking:** Barrie students using social media/networking are expected to do so in a respectful manner that aligns with the Barrie Mission and Responsible Use Policy. Students should use school-owned devices to access only social media platforms approved by teachers and for academic purposes. Any behavior on social media at home that disrupts the school environment will be dealt with on an individual basis by school administration. Students should not be “friends” with current Barrie faculty or staff.
- **EBooks:** Barrie Prep agrees to purchase perpetual licenses for select ebook titles through OverDrive, an online public library, or iBooks, an Apple store that provides reading materials for iPad users. Selections purchased by Barrie are shared with students and parents at the end of each academic year. Families may purchase print editions of school-provided ebooks at the family's expense unless otherwise stated specifically in a child's accommodation plans.

## EQUIPMENT LENDING GUIDELINES

This section addresses the checking out of peripheral equipment to students such as cameras, video cameras, microphones, drawing tablets, and other audiovisual devices for multimedia school projects. Barrie grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following. Students will:

- Treat the equipment with the same care as if it were their own property.
- Maintain the equipment in fully working condition.
- Avoid use in situations that are conducive to loss or damage.
- Heed general maintenance alerts and advice from school technology personnel.
- Promptly report any loss, damage or theft to the division's administrative assistant, administrator, or technology department personnel.
- Transport the equipment within the case provided whenever leaving the school building.
- Adhere to Barrie's Responsible Use Policy when using this equipment at all times and locations.

If such equipment is lost or damaged as determined by the school, the student and/or parent will be responsible for the entire cost of the repair or replacement. Additionally, the student may not be permitted to checkout school equipment in the future.

## STANDARDS FOR PROPER TECHNOLOGY CARE

To ensure the device being used continues to work properly, we ask students and parents to abide by the following safety and care tips.

- Read any electronic manual or instruction guide that accompanies the device and/or is provided by the school.
- Keep the device and other borrowed equipment either secured (i.e., home or other secure places where others do not have access) or attended (with you or within your sight) at all times.
- Avoid leaving the device in a vehicle and in places of extreme temperatures hot or cold.
- Backup data. Never consider any electronic information safe when stored in one location.

- Do not remove or interfere with the serial number or any identification placed on the device, parts from the device (i.e. keys, etc.), and/or alter the device in a manner that will cause permanent or lasting effects such as adhesive stickers or marker drawings.
- Always store and move your device in the appropriate case. When walking in class, always use two hands for transport.
- Do not touch the screen with anything (i.e. pen, pencil, etc.) other than approved electronic devices and cleaners.
- To avoid accidents, do not eat or drink when using the device.
- Use the charger provided for your assigned device.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks and alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye level and keyboard at lap level.

If a problem arises, promptly report it to your teacher, advisor, administrative assistant, Dean, or a member of the technology department. Repairs for personally owned devices are the responsibility of the family.

### **STUDENT AND FAMILY SIGNATURE SECTION**

By signing this document, I acknowledge that I have read and understand the policies and guidelines set forth in this document and agree to abide by it and to use technology at Barrie in a respectful and ethical manner. I understand that as the student and parent/guardian I am solely responsible for ensuring that the use of the device to access the Internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. I understand that any violation of the terms or conditions set forth or referenced in this document may result in possession or use of the device being restricted, suspended, or terminated, with or without prior notice, at the discretion of Barrie. Lastly, I understand that student's possession and use of the device is a privilege, not a right. Although the device is owned (or being leased) by Barrie, it will be the student's responsibility to care for it.