

## **Garfield Technology Acceptable Use Policy**

When used appropriately, technology is a valuable tool in education accessing additional resources online and capturing information. However these same devices can also become a distraction and hindrance in the classroom. Our Garfield Technology Acceptable Use Policy strives to provide guidelines to ensure effective use of technology, communicate details on the use of our Wireless Network, and detail the limits of appropriate use. Please realize that all usage of technology, on both school equipment and personal devices, is subject to the SPS Network Use Agreement that students and staff agree to at the start of the school year.

### **Acceptable Usage**

**Personal devices may only be used for classroom activities and only for educational purposes with teacher approval.** In addition, students using school and district online resources from home must also follow this policy. This includes use of the Source, district or school webpages, and other resources provided by teachers such as class websites and blogs.

All use of electronic devices during class time and all use of district electronic resources must be for educational purposes. This includes use of school equipment as well as personal devices. Some examples of educational uses of technology may include using the Internet for research, checking grades online, creating multimedia projects, reading eBooks, typing notes, word processing, and using calculators and graphing software. Some examples of non-educational activities that are not allowed include playing games, texting friends or family, and checking social networking sites such as Facebook.

### **Wireless Usage**

Members of the Garfield community are allowed to use the guest wireless network on their personal devices for educational use only.

The wireless password and access instructions are posted in the library and available from teachers. The wireless network uses the same filtering software as district computers. The school cannot guarantee that students will be closely monitored at all times they are using the wireless network, such as before and after school, lunch, and passing periods. Parents and guardians who are concerned about unsupervised use should consider not providing their students with Internet enabled devices.

The school does not guarantee privacy for data transmitted on the wireless network; usage is recorded to ensure student safety. All data uploaded or downloaded on the network should be school appropriate. Students and staff are advised to avoid sending any personal data or images electronically as it may be monitored.

### **Security and Safety**

The school is not responsible for lost, stolen, or damaged personal electronic devices or accessories. Students who bring personal devices to school do so at their own risk. Students may keep devices with them instead of storing in lockers, but out of sight with ringers and sound off.

Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action. Use of technology must not violate the Seattle Public Schools' cyberbullying policy:

“It is the policy of the Seattle School Board to prohibit harassment, intimidation, and bullying by any means, including but not limited to electronic, written, oral or physical acts, either direct or indirect, when such intentional electronic, oral, written or physical acts physically harm, substantially interfere with a student’s education, threaten the overall educational environment and/or substantially disrupt the operation of school.

“This includes, but is not limited to, harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability. This prohibition shall apply to all District employees, volunteers, parents/guardians, and students, including conduct between students, between adults, and between adults and students.”

### **Technology Etiquette**

Technology use at Garfield must not distract from the learning environment. Students need to silence cell phones before school begins. Headphones must be used when listening and watching educational audio recordings and videos. When not in use electronic devices and headphones should be out of sight in backpacks or pockets. Students may need to use their cell phone for a family emergency or exceptional situation; prior to using their phone students are required to explain the situation to their teacher, who may follow up with their parent or guardian later to confirm the necessity.

Without explicit permissions from an instructor in advance, electronics should not be used to take photographs or recordings for reasons of privacy; this includes “selfies” and recording video.

### **The Garfield Network**

Garfield has an internal network where students can save and access work in two different folders:

- Individual Home Folders (H://) - each student has a private folder to save school related work that cannot be accessed by other students.
- Student Group folders (S://) - this folder is a place for students to save collaborative projects and post projects. It is a shared, unsecure folder that can be accessed by all students. Students should always back up work they save in group folders.

In addition, students also have the ability to upload files to their school account for access remotely from home or other locations as well as school.

Students are encouraged to purchase USB drives (also known as flash or thumb drives) to transfer work between school and home, but students should always back up a copy of work to their Home Folder (H://). USB Drives can be lost and malfunction, causing loss of files. If available, students can email themselves a copy of their work or place them in their personal cloud resources like Google Drive, SkyDrive, DropBox, and iCloud.

### **SPS Network Use Agreement**

The SPS Network Use Agreement must be obeyed at all times when using technology at Garfield High School.

A copy of the Seattle Public Schools Network Use Agreement can be found at:

[http://inside.seattleschools.org/area/dots/webinternet/NetworkUseAgreement\\_Student2009.pdf](http://inside.seattleschools.org/area/dots/webinternet/NetworkUseAgreement_Student2009.pdf)

Additional language translations can be found midway down this Forms page under “Network Use Agreement”:

<http://www.seattleschools.org/cms/one.aspx?objectId=14407>

### **Garfield Student Personal Electronic Device Use Agreement**

I, \_\_\_\_\_ have decided to bring my own device for use while at Garfield High School. I understand that I am expected to follow the same rules for using school-issued devices, and that the school is not responsible for any loss or technical support of my device.

I agree that I will follow the SPS Network Use Agreement & Garfield policies, including:

- I will only use my personal electronic device for teacher-approved educational purposes. I will not use my personal device for gaming, social networking or downloading/copying copyrighted materials during class.
- I will only use my personal electronic device at times explicitly outlined by teacher.
- I will not use my personal device to circumvent network restrictions by using proxies or other measures.
- I understand that the school may be monitoring my internet usage at Garfield, including when using Wireless access.
- Many teachers do not allow use of any personal electronics in class.
- In case of emergency parents/guardians should contact the front office to reach students.

#### **Consequences of not following classroom electronics use policy:**

- 1<sup>st</sup>: Confiscated by teacher and returned at the end of the period.
- 2<sup>nd</sup>: Confiscated by teacher and returned by teacher or administrator at the end of the day.
- 3<sup>rd</sup>: Confiscated by teacher and given to Administrator. Returned after parent/guardian contact.
- Beyond: Confiscated by teacher and delivered to Administrator. Device must be retrieved physically by parent/guardian.

- **I understand that my personal electronic device will be confiscated if I violate these policies**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **In case of emergency parents/guardians should contact the front office to reach students.**
- **I understand that after repeated violations of the personal electronics policy, I will be required to physically retrieve the device from my student’s Administrator.**

• Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_