



Technology
Acceptable Use Policy (AUP)
Student Edition

Statement of Purpose

In partnership with the parents of ACA students, Arlington Classics Academy (ACA) believes that all students should have access to technology tools, resources, and services that support learning and preparation for our modern world. ACA and parents of ACA students partner together to ensure that students act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. We educate students about appropriate online behavior including awareness and response to cyber-bullying and interacting with others on social media/networking sites. In addition, we take steps to block access to inappropriate content, monitor safety and security when students use electronic communications, prevent unauthorized access including “hacking,” and prevent unauthorized disclosure, use and dissemination of students’ personal information. All school Internet use is filtered and monitored.

I. Introduction and Overview

Access to information technology is integral to the educational mission and purpose of our school. This policy provides expectations for the use of technology as it affects our school and educational community.

Due to the evolutionary nature of technology, it is imperative for students to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all students to employ their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them.

Although our school provides certain technologies, we recognize that users of our community also have their own technology devices that they may use in conjunction with school issued accounts. Our policies address the appropriate use of both technologies provided by the school and personally owned technological devices. Students should be sure to read and understand the policies below before using the school’s network and other technologies, as well as any personally owned technology.

Use of school technology resources will imply understanding and agreement to the terms set forth in this policy. These policies apply to all students regardless of classes being in or out of session.

II. Right to Update this Acceptable Use Policy

Because technology, and our intended use of technology, are continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to meet procedural and instructional needs, while protecting the safety and well-being of our students and community. To this end, the ACA may add additional rules, restrictions, and guidelines at any time.

III. **Supervision and Personal Responsibility**

This policy applies only to students. All students are subject to the terms and conditions of this Technology Acceptable Use Policy. Students and parents are required to read this Acceptable Use Policy and signify compliance annually by signing the school's Student Handbook.

Primary students will be supervised by teachers at all times and will only use technology under the supervision of a teacher.

Intermediate students are expected to be responsible in their technology and Internet use at such a level that they may use these devices without direct supervision.

Middle School students are expected to be responsible in their technology and Internet use at such a level that they may use these devices without direct supervision.

Home Use Parents/Guardians are highly encouraged to monitor use of school-based accounts/devices by students outside of school. Parents/guardians are responsible for the online activities and behavior of their children while away from school.

IV. **Technology as a Privilege**

The use of school-owned technology devices, networks, and accounts, on school property or at school events, is a privilege not a right. This privilege comes with personal responsibility; and if a student fails to act responsibly with their use of technology, the privilege of that use may be suspended and/or revoked. Our school provides sufficient technology resources for each student for regular academic pursuits.

V. **Privacy**

Arlington Classics Academy reserves the right to monitor and track all related account activity behaviors and interactions. We also reserve the right to investigate any reports of inappropriate actions related to use of a student's ACA account. All communications done while using a student's account are monitored and can be inspected. Any files related to a student's ACA account can be inspected.

VI. **Filtering**

ACA adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. Within the confines of available technology, ACA filters internet access for students through technology that blocks offensive, obscene, and inappropriate images and content. However, ACA encourages parents to remember that there is no substitute for parental monitoring of students when using electronic devices or accessing the internet.

VII. **Termination of Accounts and Access**

Upon graduation from ACA, access to school-based accounts will be terminated.

It is recommended that students save personal data stored on school technology or under school-based accounts to a removable storage device and set up an alternate email account. Any

student who leaves Arlington Classics Academy before the end of the school year for any reason will have his or her account closed on his or her last day.

Student access to school-based accounts will be restricted, and non-accessible during summer break. Exceptions will be made for student account use needed for official ACA summer activities.

VIII. Student Responsibilities

The use of Arlington Classics Academy devices (i.e., Chromebook, laptop, tablet), school issued accounts (i.e., Google Workspace for Education account) while using online resources, Internet, network, learning and data systems, shall be utilized in a manner consistent with ACA's educational mission. Expectations for student appropriate behavior and communication apply to use of ACA's technology devices, including personal devices while using school-based accounts, online resources, network, learning and data systems. Any use that is contrary to this Policy or applicable Guidelines is unacceptable and prohibited.

Students are expected to use school devices and accounts responsibly and agree to the following statements:

1. I am responsible for keeping ACA devices in good condition.

- A. I will be provided with access to a Chromebook, tablet or similar (device).
- B. Devices are to be handled with care.
- C. I will treat my ACA device with pride and respect, taking care not to drop it.
- D. I will follow school rules about checking out and returning my ACA device.
- E. I will not eat or drink near my ACA device.
- F. I will not write, draw, or put stickers on my ACA device.
- G. I will not deface the serial number or asset tag sticker on any device.
- H. I will protect my ACA device's screen by closing it when carrying it from place to place.
- I. I will not lean on or place anything heavy on top of my ACA device that could damage the screen.
- J. I will not damage device or accessories such as chargers.
- K. I understand that my device is subject to inspection at any time without notice and remains the property of ACA.
- L. I will not share my ACA device or my ACA account information with any other individual unless requested by a teacher or staff member.
- M. I will immediately report to a teacher or staff member if my ACA device is damaged or not working properly.
- N. I will be responsible for any costs associated with repairing damages caused by my negligence or intentional actions while the device is on loan.
- O. I will return device to ACA upon request. Failure to return this device when requested by ACA may result in a fee being charged to my family.

2. I am responsible for my ACA accounts.

- A. I will be provided with a Google Workspace for Education account.
- B. I will use the school provided account only for educational purposes.
- C. I will not share my username or password with anyone.
- D. I will save my work and log out of all of my accounts and programs when I am finished working.
- E. I am responsible for all activities done through my accounts.
- F. I will tell a teacher if I think or know someone has used my account.

3. I am responsible for helping to protect the security of the ACA network.

- A. I will not download, install, save or run any type of files, including music and video files, websites, software, apps, browser extensions, or media, unless a teacher gives me permission.
- B. I will not download or install applications or browser plug-ins to bypass the internet content filter, try to change security settings or internet content filters, or interfere with the network in anyway. (i.e., use of VPN connection or Proxy websites)
- C. I will not insert USB drives (also known as flash drives, thumb drives, jump drives, data sticks, or other names) into my device unless specifically approved to do so by my teachers.

4. I am responsible for my use of the ACA network.

- A. I will not create, use, search for, retrieve, save, circulate, or display hate-based, lewd, vulgar, or sexually explicit material.
- B. I will not create, use, search for, retrieve, save, circulate, or display images or information about weapons or illegal drugs unless a teacher gives me permission as part of a school assignment.
- C. I will not use the ACA network to engage in any illegal or criminal acts, including, but not limited to, threatening the physical safety of another person, or computer hacking.
- D. I will not access online games unless these activities are related to a school lesson or coursework and a teacher or staff member is supervising the activity.
- E. I will not access social media, messaging apps, or group chats unless it is related to schoolwork and a teacher gives me permission. This includes, but is not limited to, Facebook, Twitter, Instagram, TikTok, Snapchat, WhatsApp, Kik, Telegram, and Tumblr.

5. I am responsible for my language and how I treat other people online.

- A. I will not create, display, or transmit any images, sounds, or messages, or other material that are sexually explicit, pornographic, obscene, or use profane language.
- B. I will not bully, harass, threaten, or intimidate other people by sending, sharing, or posting hateful, harassing, derogatory, or discriminatory messages.

6. I am responsible for being honest while I am online.

- A. I will not pretend to be any specific other person with the intent to deceive. This means I will not send an email, create an account, or post any words, pictures, or sounds using someone else's account, name, or picture in order to make anyone believe I am that person.
- B. I will not use another person's login name or password.

7. I am responsible for respecting other people's property online.

- A. I will not plagiarize or use others' work without properly referencing it.
- B. I will not download materials that are owned by other people without permission (e.g. protected by copyright), including books, music and movies.
- C. I will not read, modify, or remove files owned by teachers or other students without permission.
- D. If I see another person's work on a computer screen or see that another student is logged into the computer, I will notify a teacher or staff member and wait to use the computer until the other student has been logged off.

8. I am responsible for following school rules whenever I post anything online using an ACA device or any ACA issued account.

- A. I will not post any material on a school website, wiki, blog, podcast, social media account, or discussion group without permission from a teacher or staff member.
- B. I will not post pictures or recordings, including my picture or videos of me, with my name or any other identifying information without permission from a teacher or staff member as part of an educational assignment.
- C. I will not create, record or post pictures, audio recordings, or video recordings of anyone else without permission.
- D. I will refrain from downloading and sharing inappropriate material with other students.
- E. I will be obligated to report any material I feel may constitute a threat against the safety of fellow students, staff members or the property of the Arlington Classic Academy, to a teacher or Staff member.
- F. I will immediately disclose to a teacher any message that I receive that I believe is inappropriate or that makes me feel uncomfortable.
- G. I understand that if I see or otherwise become aware of anyone using an ACA device or the ACA issued account to bully, intimidate, threaten, harass, or hurt someone else, I am encouraged to report this to a teacher or staff member. I understand that my report will be kept confidential, to the degree possible and that ACA will not tolerate any retaliation against me for making a report.

9. I understand that ACA may be able to access my ACA Device, files, and accounts.

- A. I understand that under certain circumstances, ACA staff may be allowed to search and access all files located on any ACA issued account or saved/captured on ACA device at any time.

- B. I also understand that under certain circumstances, ACA staff may be authorized to search my personal media account or device, or require me to produce data from my personal media account or device if: ACA staff has a reasonable suspicion that I am or have been using the account or device to violate ACA policy (e.g., Bullying Prevention Policy) and a reasonable suspicion that my account or device contains evidence of the suspected violation; or it is necessary to do so in response to an imminent threat to life or safety.

10. Violations of the Policy and Guidelines include, but are not limited to, the following conduct:

- A. Revealing personal information such as last names, addresses, telephone numbers, photographs, etc. that could identify the user or other students.
- B. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)
- C. Using profane, obscene, vulgar, threatening, defamatory, abusive, discriminatory, bullying, harassing or otherwise objectionable or criminal language in a public or private message.
- D. Threats to any person or organization.
- E. Violating copyright laws or plagiarism. (Users should assume that all materials available on the Internet are protected by copyright.)
- F. Sending "spam, chain letters" or "broadcast" messages to lists or individuals or subscribing to "list serves" or "newsgroups" without prior permission.
- G. Seeking, accessing, or downloading material that is not relevant to assignments or coursework.
- H. Using technology for non-educational purposes or activities.
- I. Attempting to harm, modify or destroy data or work of another user.
- J. Attempting to gain unauthorized access to system programs or technology, including attempts to override any firewalls or filters established on the network (i.e., proxies, VPNs).
- K. Vandalizing school technology or online resources by causing physical damage, reconfiguring the computer system, or destroying data.
- L. Failing to log off the technology device at the request of a staff member.
- M. Using Arlington Classics Academy technology or online resources for commercial purposes. Users may not create web pages or use network services to advertise or sell products or services and may not offer, provide, or purchase products or services through Arlington Classics Academy network, unless approved as a school assignment or project.
- N. Using the technology or online resources in a way that would violate any law, policies of Arlington Classics Academy such as accessing, creating or transmitting websites or messages that are pornographic or obscene, threatening, discriminatory or meant to harass.
- O. Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

Arlington Classics Academy assumes no responsibility for:

- Any financial obligations arising out of unauthorized use of the system.
- Any cost, liability or damages caused by a user's violation of these guidelines.

- Any information or materials that are transferred through the devices, networks, or accounts.
- The reliability of the data connection. Arlington Classics Academy shall not be liable for any loss or corruption of data resulting while using school issued devices, networks, or accounts.
- A student's illegal distribution (pirating) of software.

Technology Acceptable Use Agreement Student Edition Acknowledgement Form

I have read, understood, explained, and discussed the Technology Acceptable Use Policy Student Edition with my child.	
Student Name:	
Name of Parent/Guardian:	Date:
I have read the Acceptable Use Policy and discussed it with my parent(s)/guardian(s).	
Student's Full Name:	

Acknowledgement Process

Parents/guardians will “electronically sign” the AUP through the Ascender Parent Portal. Acknowledgement is not an option; it’s a requirement.