Acceptable Use of Technology Policy

We are excited about all the 21st Century skilled opportunities available to our students and staff members. We also know how important it is to provide safe and secure access to these opportunities. This permission form describes the tools and student expectations for using technology at The SKY Academy. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of SKY Academy's online presence in Google Apps for Education:

- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office that will allow teachers and students the opportunity to collaboratively create, edit and share files for the school related project listed below. - Sites - an easy way to create web pages for classroom projects in a secure environment.
- Google Classroom – Teachers can create an online Learning Management System for students to turn in assignments and access classwork.

Student Expectations for Acceptable Use

The teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning community. All participants will respect the teachers' time and professionalism by supporting the same positive approach.
- All participants will be respectful in their postings and comments. Inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will not be tolerated.

- No student, or other participant, may include any information on the site that could compromise the safety of him/herself or other class members. Participants should avoid specific comments about school location or schedules.
- All participants must protect their log-in and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify the teacher immediately.
- No participant may share his/her log-in information or protected information about the site with anyone who is not a participant.
- Student use must follow all other expectations as listed in the SKY Academy Student Handbook.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times; keeping in mind we have implemented security monitoring services operating 24/7 to track, flag, and monitor all student technology use. .

Student safety is our highest priority.

Chromebooks or other school owned technology that is damaged due to student negligence will be evaluated and a fine assessed to replace or repair.

Acceptable Use (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

Privacy - Students have no expectation of privacy on the Apps system. 17

Limited personal use - Students may use Apps tools for personal projects but may not use them for:

Unlawful activities
Commercial purposes (running a business or trying to
make money) Personal financial gain (running a web
site to sell things)
Inappropriate sexual or other offensive content
Threatening another person
Misrepresentation of SKY Academy, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Safety
Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers. Students agree not to meet with someone they have met online without their parent's approval and participation. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process
Access to Google Apps for Education is considered a privilege accorded at the discretion of SKY Academy. SKY Academy maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or SKY Academy policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the State of Florida also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Consumer Safety (Advice for Students and Parents):

Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

Don't get spammed. Spam is unwanted advertising sent by email. Never

reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Digital Citizenship (Advice for All)
Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself. Respect the rights of copyright owners. Copyright

infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school webpage that disturbs the learning environment in your school, your right of speech may be limited. School websites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.
These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)
The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic.
-- CIPA - http://fcc.gov/cgb/consumerfacts/cipa.html

Children's Online Privacy Protection Act (COPPA)
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
-- COPPA - http://www.ftc.gov/privacy/coppafaqs.shtm