

CREECS TECHNOLOGY USE POLICY

Our faculty, staff and students have access to a variety of technological resources that assist in providing an enriched educational and teaching experience. Access to the resources owned by the school imposes certain responsibilities and obligations on those who use these resources. Our Technology Use Policy provides guidelines that govern the efficient, ethical, and legal utilization of these resources. School disciplinary procedures and termination of access to any or all resources may occur if the user violated any of these provisions.

Hardware Usage

All technological resources including, but not limited to, computers, iPads, peripherals, printers, scanners, cameras, laserdiscs, CD_ROM drives, video and audio equipment, calculators and photocopy machines are considered extensions of the school's physical environment. The user assumes the same responsibilities, obligations and privileges that are expected with use of school property.

Users:

- Will not engage in any activity that may cause damage to the school's equipment or networking system by tampering with preexisting settings or system configurations, or circumvent school security measures.
- Will not engage in any activity that may cause physical damage to the school's technological resources. Vandalism will result in the immediate termination of access privileges and possible school disciplinary action.
- Will not move, disconnect, or connect any equipment.
- Will not use the school's technological resources for personal financial gain and/or profit, commercial use, advertisement, or political lobbying
- Will keep food, drink and dirt away from all equipment
- Will respect an individual's workspace and not disrupt other activities in progress.

Software Usage

Users:

- Will abide by the laws governing the use and distribution of copyrighted software
- Will not copy, move, alter, delete applications, system software and data installed on any CREECS computer. Personal files, folders and email accounts may be exempt.
- Will not use personal copies of software on any CREECS computer or iPad
- Will not load unauthorized software on any CREECS computer, iPad or network or attempt to circumvent or subvert any school security measures.

Telecommunications Usage

The school's computers and networks have been established for educational purposes: classroom activities, projects and assignments, and professional development. The school's computers and network have not been established as a public access service or a public forum. Students are not permitted access to social networking sites in school. Gaming is also restricted in school. The school has the right to place reasonable restrictions on the material the user may access or post through the system. In addition, students are expected to behave respectfully and responsibly in all Internet postings that occur on-campus or off-campus, and failure to do so will result in disciplinary action.

1. Student Access

Students will have access to the telecommunications services provided by CREECS through the classroom and computer lab. Students will have Internet and email access only under a teacher's direct supervision.

2. Internet Use

Use of the Internet in school means that students abide by all school rules and policies set by the CREECS including respect for other students' work, adhering to appropriate sites and passwords set aside for student use and use of computers only at times when access is approved. We encourage parent-to-parent communications as well as parent-school contact should issues of cyber-bullying occur. We will respond to any offensive behavior that communicates demeaning, hurtful or inappropriate messages about student or adult members of the school. Respect for the school name and the reputation of everyone is more than a courtesy; it is an expectation that we all share the same standards for public self-expression in a medium that is categorically public, not private.

3. Personal Security

Users will not:

- Post or reveal personal contact information about themselves or other people, including residential address, telephone number, school name and address, work address, etc.
- Allow others to use their id and password to access any telecommunications services provided by the CREECS network
- Use anyone else's id and password to access their personal email accounts, files, folders or the CREECS network; should expect only limited privacy for their email accounts and personal files residing on the CREECS network. (The school Principal has access to all email accounts, personal files residing on any CREECS computer, iPad or network.)

4. System Security

- Users will immediately notify a teacher or the Principal if they have identified a possible security problem.
- Users will not demonstrate the problem to the other students or attempt to fix any security problems
- Users will avoid the inadvertent spread of computer viruses by following the CREECS virus protection procedures.
- Users will not attempt to gain unauthorized access to the CREECS network or any other system through the CREECS network.

5. Inappropriate Communications

Users will not use or transmit obscene, profane, rude, inflammatory, or threatening language; will not engage in discriminatory or prejudicial attacks on others; will not send or knowingly receive profane or obscene material; will not harass or annoy another person through email; will stop sending messages to a person when asked to stop by that person.

6. Inappropriate Access to Material

Users will not use the CREECS network to access material that is profane, obscene, controversial or that advocates violence or discrimination towards other people and will immediately inform a teacher or the Principal if they mistakenly access inappropriate material. Notifying a teacher will protect the user against a claim of intentional violation of the terms and conditions in this policy.

7. Liability

CREECS makes no guarantees for the service it is providing. The school will not be responsible for any damages a user may suffer. This includes, but is not limited to loss of data, misdeliveries, nondeliveries, or service interruptions. CREECS is not responsible for the accuracy or quality of the information obtained through or stored on the system. CREECS will not be responsible for any financial obligations arising through unauthorized use of the system

SOCIAL MEDIA POLICY FOR BLOGS, WIKIS, PODCASTS, DIGITAL IMAGES & VIDEO

Definitions of underlined terms are included at the end of the policy

Student Responsibilities

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. The guidelines below are intended to guide CREECS students in proper usage of social media.

Social Media Guidelines for Students

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's "intellectual property" without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher or parent right away.
10. Students who do not abide by these terms and conditions will lose their opportunity to take part in online projects and/or future use of online tools and will be subject to disciplinary action.

Parent/Guardian Responsibilities

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. CREECS encourages parent to view and participate by adding comments to classroom projects when appropriate.

Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.

1. Parents must sign a permission form allowing their child to participate when teachers set up social media activities for classroom use.
2. Parents will not attempt to destroy or harm any information online. If you find a posting of concern, please notify your child's teacher or the Principal immediately.
3. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
4. Parents are highly encouraged to read and/or participate in social media projects.
5. Parents should not distribute any information that might be deemed personal about other students participating in the social media project, including but not limited to last names, parents names, addresses, emails, etc.
6. Parents should not upload or include any information that does not also meet the Student Guidelines.

Definitions:

Source: <http://socialmedia.wikispaces.com/A-Z+of+social+media>

Avatars are graphical images representing people. They are what you are in virtual worlds. You can build a visual character with the body, clothes, behaviors, gender and name of your choice. This may or may not be an authentic representation of you.

Blogs are websites with dated items of content in reverse chronological order, self-published by bloggers. Items – sometimes called posts – may have keyword tags associates with them, are usually available as feeds, and often allow commenting.

Here is a longer explanation: Traditional websites have pages as their main building blocks, with an address link (URL) for each page, and menus to provide navigation between them. Blogs are websites where the items of contact – for example text, photos, video, audio – have URLs plus other ways of identifying them by keywords – known as tags. This means you can search for individuals items on the Net, and also pull items out of their sites and remix them through feeds and aggregation. Blogs are generally designed in journal format, with most recent items at the top of a page, and written in a conversational, personal style, giving the author an authentic voice online. Blogs can offer readers the opportunity to comment on, and link to items. Because blog items can be made available for the site in a stream on content – known as an RSS feed – you can subscribe to them and read them through a newsreader or aggregator. That means you do not have to visit a blog site to read it – you can pull the content to your desktop or a single website aggregator. Blogs are easy to set up, and update. The disadvantage is that items can be buried under the growing heap of new content unless the author provides some signposting.

Copyright sharing through social media is enhanced by attaching a Creative Commons license specifying, for example, that content may be re-used with attribution, provided that a similar license is then attached by the new author. This work is under that type of license – Creative Commons Attribution Share-Alike 2.5 License

At more length: In the spirit of openness and sharing generally prevalent among social networkers, you will often find content labeled with a copyright license that allows you to re-use the material provided

you provide an attribution. The Creative Commons site offers different licenses. One frequently used is Attribution-Share-A-Like, whereby you can alter and re-use the content provided that you then add the same license. This may not appeal to people or organizations who like substantial control. Again, it is partly a cultural and personal issue, rather than a technical one.

Intellectual Property (IP)* refers to creations of the mind: inventions, literary and artistic works and symbols, names, images and designs used in commerce.

IP is divided into two categories: Industrial property, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source; and Copyright, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recording, and those of broadcaster in their radio and television programs.

*Source: <http://www.wipo.int/about-ip/en/Links> are the highlighted text or images that, when clicked, jump you from one web pages or time of content to another. Bloggers use links a lot when writing, to reference their own or other content. Linking is another aspect of sharing, by which you offer content that may be linked, and acknowledge the value of other's people's contributions by linking to them. It is a part of being open and generous. A podcast is audio or video content that can be downloaded automatically through a subscription to a website so you can view or listen offline.

Tags are keywords attached to a blog post, bookmark, photo or other item of content so you and others can find them easily through searches and aggregation. Tags can usually be freely chosen – and so form part of a folksonomy – while categories are predetermined and are part of taxonomy.

A wiki is a web page – or set of pages – that can be edited collaboratively. The best-known example is Wikipedia, an encyclopedia created by thousands of contributors across the world. Once people have appropriate permissions – set by the wiki owner – they can create pages and/or add to and alter existing pages. Wikis are a good way for people to write a document together, instead of emailing files back and forth. You do not have to use wikis for collaborative working – they can just be a quick and easy way of creating a web site. Although wikis are easy to use, that does not mean everyone in a group will commit to their use with similar enthusiasm. See commitment, readiness.

ACCIDENTAL DAMAGE OR LOSS OF COMPUTING EQUIPMENT

If a computing device suffers damage it is not an option for repairs not to be completed. All computing devices must be in a fully serviceable condition or appropriate repair action must be underway to bring the device and all accessories up to fully serviceable condition at all times. Students/employees shall use reasonable care to ensure that a computing device is not lost, stolen or damaged. In the event of damage or loss, report the problem immediately to the Principal. Please see separate and additional rules for use of the CREECS iPads provided by Net-texts for use in the 4th and 5th grades.

In the event of damage not covered by the warranty:

- CREECS will cover all costs of non-warranty repairs that are \$50.00 or less.
- For the first instance of a non-warranty repair greater than \$50.00, CREECS will cover 50% of the repair cost, and 50% will be billed to the student's family and/or employee.
- For the second instance of non-warranty repairs over \$50.00, all cost will be billed to the student's family/employee.
- Any repairs totaling more than 75% of the total value of the current laptop or computing device are considered too great a cost and the damaged device will be replaced.

- CREECS will cover 25% of the replacement cost of a laptop, iPad, other computing device or accessory, and the family/employee will be billed 75%.
- For the second instance of complete loss of a laptop, iPad, other computing device or accessory, all costs will be billed to the family/employee.

Responsibility for Negligence

CREECS reserves the right to charge the family/employee the full cost for repair or replacement when loss or damage occurs due to negligence or misuse as defined as by the Principal. The Principal decisions regarding negligence are final.