



# ACCEPTABLE USE POLICY

## PURPOSE:

Evansville Day School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21<sup>st</sup> Century skills, EDS will allow personal devices on our guest network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding the B.Y.O.D. Program.

Students will be expected to have a personal device to use each day at school. For students who do not have a personal device, or who have one temporarily out of service, rental options will be available. Contact the Technology Department for more information about renting a device.

An important component of B.Y.O.D. will be education about Digital Citizenship. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

## DEVICE TYPES:

For the purpose of this program, the word “devices” will include: laptops, netbooks, tablets and other similar devices. All devices will be required to have a minimum screen size of 7 inches, a functional keyboard and battery life of at least three hours. Please note that gaming devices with internet access will not be permissible.

## Guidelines:

- Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, Student Handbook, and Acceptable Use Policy.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used for non-instructional purposes such as making personal phone calls and text messaging.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files or internet sites which are relevant to the classroom curriculum.
- Printing from personal devices will not be possible at school.
- Personal devices should be charged prior to school and run on battery power while at school.

## Students and Parents/Guardians acknowledge that:

- The school's internet filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited. Internet filters automatically filter content once a device has been granted access.
- Evansville Day School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.



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- Students are prohibited from:
  - Bringing a device on premises that infects the network with a virus, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - Processing or accessing information on school property related to “hacking.” Altering or bypassing network security policies.
- Students and parents should be aware that devices are subject to search by school faculty if the use of the device is suspected of a violation of the student code of conduct or other policy. If the device is locked or password protected the student will be required to unlock the device at the request of school faculty.
- Sharing personal devices or personal device passwords with other students is not recommended. Students who do so are at their own risk.

## Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Evansville Day School is not responsible for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

## Usage Charges:

Evansville Day School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

## Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “EDS Guest” wireless network to access the internet. EDS does not guarantee connectivity or the quality of the connection with personal devices. The Evansville Day School Technology department is not responsible for maintaining or troubleshooting student tech devices, however the Technology department will assist with initial connection.

I have reviewed and agree to abide by the above policy and guidelines. I understand that any violation may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Signing below indicates understanding of and commitment to following the Evansville Day School Acceptable Use Policy.

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*Signature of Student*

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*Date*

Please return signed form Mrs. Dierlam in the Day School front office.