



ACCEPTABLE USE POLICY FOR TECHNOLOGY

American Paradigm Schools (APS) throughout this document refers to every APS school - First Philadelphia Preparatory Charter School, Tacony Academy Charter School, Memphis Academy Charter School, and Lindley Academy Charter School.

Technology is a valuable educational and real world tool. APS is committed to teaching its students, faculty, administrators, staff, and school community to learn and engage in the uses of technology in a productive and responsible manner. The policy outlined below applies to all modes of technology use including, but not limited to, Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may fall under the scope of this policy.

SCOPE OF USE

American Paradigm Schools recognizes that the digital world allows access practically anytime and anywhere. This policy applies to the use of technology inside school as well as to activities outside of school which cause or likely threaten to cause a substantial disruption in school operations or the school community, including interference with the rights of other students or teachers to participate fully in school or extracurricular activities. Any such disruption, whether caused or threatened, will be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein. The term "technology" will encompass all forms of electronic and digital communication, including, but not limited to: social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

GOAL

One of American Paradigm Schools' goals is to prepare its members for life in a digital global community. To this end, the Schools will:

- Integrate technology into its curriculum to enhance teaching and learning;
- Encourage critical thinking, communication, collaboration and problem solving skills;
- Facilitate evaluation and synthesis of information;
- Encourage ethical practices and provide education for Internet safety and digital citizenship; and
- Provide a variety of technology based tools and related technology skills.

RESPONSIBILITIES OF USER

American Paradigm Schools will make every effort to provide a safe environment for learning with technology, including the use of Internet filtering and safeguards. Students, faculty, administrators, staff, and other members of the school community are granted the privilege of using the computer hardware and software peripherals, along with electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use. All technology users at American Paradigm Schools must use information and technology in safe, legal, and responsible ways. All technology users at American Paradigm Schools are expected to embrace the following conditions or facets of being a digital citizen:

- Respect One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respect Others. Users will refrain from using technologies to bully, tease, harass or otherwise harm other people.
- Protect One's Self and Others. Users will protect themselves and others by reporting abuse and by refraining from forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources. Users will not violate Copyright law.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: Student's Schools technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from the device without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or digital communications between school employees and students should be conducted for educationally-appropriate purposes, and employ only school sanctioned means of communication.

The school-sanctioned electronic and/or digital communications methods include:

- Teacher-Schools web page;
- Teacher-Schools email; or
- Teacher-created, educationally-focused networking site.

Teachers or administrators in their normal responsibilities and duties may be required to contact families outside of the school day. A teacher or administrator may contact families using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator must immediately report this to the School Administration or appropriate authorities.

Examples of Unacceptable Uses - Users will not:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise harm any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student or employee without express permission of that individual and of the Principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the Principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements and/or copy disks, CD-ROMs or other protected media.
- Use technology for any illegal or harmful activity. Use of the Internet for commercial gains or profits is not allowed.
- Breach confidentiality pertaining to student, employee, or school information.
- Harm the goodwill and reputation of American Paradigm Schools in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the school hardware/software that is noticed by the user.

Administrative Rights: American Paradigm Schools has the right to monitor both student and employee use of school computers and computer accessed content. Users will have no expectation of privacy while using the schools technology resources. Due to the evolving nature

of technology, American Paradigm Schools reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media: This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and Instagram. Staff, faculty, Schools Administration and students may not identify or refer to members of the school community without their consent, unless the subject is of public concern, and the speech falls under applicable constitutional protections. “Friending” of current students or families by faculty, staff and Schools Administration is forbidden on personal social networking sites. Personal posts must use appropriately respectful speech and refrain from communications which are harassing, defamatory, abusive, discriminatory, threatening or otherwise harmful or inappropriate.

Policy Violations: Violation of the above rules will be dealt with by the Schools Administration. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. When necessary, the student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of detentions, if applicable.
- Disciplinary action under the Code of Student Conduct.
- Legal action by the American Paradigm Schools, civil authorities or other involved parties.

DEVICE POLICIES, PROCEDURES AND INFORMATION

The aim of the device program at American Paradigm Schools is to support its mission to promote educational excellence. Individual use of devices is a way to empower students and to enable them to maximize their full potential by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Designated students at American Paradigm Schools will be issued a Chromebook or tablet and charger for use in the defined time. All devices and accessories are on loan to the student. These are, and will remain, the property of American Paradigm Schools. Each device will be inventoried with a label and tagged for tracking purposes. American Paradigm Schools will retain sole right of possession of the device and related equipment. American Paradigm Schools retains the right to collect and/or inspect the device at any time, and to alter, add, or delete installed software or hardware. The device will be issued with predetermined applications (Apps) installed. Students and Families/Guardians are required to review this document, as well as to sign the accompanying agreement to protect the hardware and software inherent with this technology. Use of this technology is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the

Student-Parent/Guardian Handbook. It is understood that members of the American Paradigm Schools community will use the device, any other type of computing at American Paradigm Schools, and the school network in a responsible, ethical, and legal manner at all times.

1. TERMS OF USE

The device is the sole property of American Paradigm Schools. Students and Families/Guardians must comply with American Paradigm Schools device Policies and Procedures at all times. Students also must comply with the policies in the Student-Parent/Guardian Handbook and the Acceptable Use of Technology Policy. These Policy, Procedures and Information are hereby incorporated into the Student-Parent/Guardian Handbook and Student Code of Conduct ("Policy" or "Policies"). Any failure to comply with these policies may result in disciplinary action and/or termination of the privilege of use and possession of American Paradigm Schools property. All devices and accessories must be returned to American Paradigm Schools prior to the last calendar day of the **2019-20** school year or at any day/time determined by APS, unless terminated earlier by American Paradigm Schools upon withdrawal from American Paradigm Schools. Student and Parent/Guardian agree that if the Student is granted the use of a device from American Paradigm Schools the student will use the device subject to the terms and conditions of this Policy.

2. TRACKING of DEVICES

All devices which are connected to the Internet may be tracked for the purposes of Internet usage and loss prevention/control. Students and Families/Guardians fully consent to such tracking. American Paradigm Schools reserves the right to remotely "wipe" the device at any time of all content. **STUDENTS AND FAMILIES/GUARDIANS AGREE THAT THERE IS NO EXPECTATION OF PRIVACY IN THE DEVICE OR ITS USAGE.**

3. LIABILITY

- American Paradigm Schools representative and/or the Schools Administration should be contacted immediately if the property is damaged, lost, or stolen.
- In the case of theft, vandalism and other criminal acts, a police report must be filed and a copy provided to American Paradigm Schools and the Schools Administration.
- Students or families/guardians may be responsible for the replacement costs if the device is lost or stolen due to negligence or deliberate action.
- Students or families/Guardians will be responsible for the replacement costs if the property is not returned to American Paradigm Schools or the Schools Administration at the end of the school year.

4. ACCEPTABLE USE

The use of American Paradigm Schools technology is a privilege, and not a right. The privilege of using the technology resources provided by American Paradigm Schools is not transferable or extendible by students to people or groups outside American Paradigm Schools and terminates when a student is no longer enrolled at American Paradigm Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions set forth in this Policy, privileges may be terminated, access to the American Paradigm Schools technology resources may be denied, and the appropriate disciplinary action will be applied. The American Paradigm Schools Student Family/Guardian Handbook and Code of Student Conduct will be applied to student infractions.

4.1 General Device Guidelines

- Students will have no expectation of privacy on any information stored on, accessed from, or used with the device.
- The device belongs to American Paradigm Schools and appropriate school officials may monitor it or access its contents at any time.
- If technical issues arise, students must notify a teacher or the Principal immediately.
- Under no circumstances may a student's device be left in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, locker rooms, library, unlocked classrooms or hallways.
- In the event that work is lost due to the student's device becoming lost, stolen or damaged, the student will remain responsible for submission of all work.
- While at school, sound will remain muted at all times unless permission is obtained from the teacher.
- Inappropriate content is never permitted on the device.
- Each student is responsible for logging in under his or her assigned username and password. ● A student may not share his or her login information with other individuals.
- Student use of the Internet must comply with American Paradigm Schools and Philadelphia Schools District guidelines. All files are subject to review.
- Each device is assigned to an individual student. Student may never “swap” or “share” his or her device with another student.
- If the device is damaged or not working properly, it must be turned into American Paradigm Schools Technology Staff for repair. Under no circumstances should repair to the device be attempted by any student or anyone unauthorized to do so by American Paradigm Schools.
- Under no circumstances may students delete or change their device's contents, Apps or settings, without specific authorization from a teacher.

4.2 Student Responsibilities

- Students are responsible at all times for their device, whether at home or school.

- Students may never loan their device or any device component to another student for any reason.
- Students are responsible for charging and maintaining the battery in their device daily.
- Students are responsible for turning in all assigned work regardless of circumstances, whether a device has been forgotten at home, lost, stolen or damaged.
- Students are responsible for reviewing and abiding by the American Paradigm Schools' Acceptable Use of Technology Policy.

4.3 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials;
- Utilization of any network besides that of American Paradigm Schools or Student's home including, but not limited to, those networks available in public spaces.
- Any action that violates existing policies of American Paradigm Schools or its Board of Trustees or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services such as MSN Messenger, ICQ, etc.;
- Internet/Computer Games;
- Use of third-party chargers or accessories without prior approval from the Schools Administration;
- Changing any device content, App or setting, except for font size and brightness;
- Downloading Apps;
- Creating and using passwords which were not set by American Paradigm Schools;
- Spamming (sending mass or inappropriate emails);
- Gaining access to other students' accounts, files, and/or data;
- Use of American Paradigm Schools Internet or email accounts for financial or commercial gain or for any illegal activity;
- Use of anonymous and/or false communications through any medium such as MSN Messenger or Yahoo Messenger;
- Disclosure of personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.;
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior;
- Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components);

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients;
- Use of the device to collect audio-visual material in any context, place or setting; and
- Bypassing any American Paradigm Schools' web filter through a web proxy.

4.4 Parent/Guardian Responsibilities

- Parent/Guardian is responsible for monitoring student's use of the device while at home and away from campus.
- Parent/Guardian is responsible for reviewing the American Paradigm Schools Acceptable Use of Technology Policy with Student as well as this device Usage Policy.
- Parent/Guardian is responsible for monitoring Student's activities on the Internet on a regular basis.
- If a loaner device has been issued due to damage or loss, and the loaner is subsequently damaged or lost, Parent/Guardian will be responsible for repair/replacement cost.

4.5 Student's Schools Responsibilities

- Provide Internet and email access to its students when available.
- Provide Internet blocking of inappropriate materials, to the extent within the ability of American Paradigm Schools to do so.
- Provide network data storage areas. These will be treated similar to school lockers. American Paradigm Schools and Lindley Academy reserve the right to review, monitor, and restrict information stored on or transmitted via American Paradigm Schools-owned equipment or via the Lindley Academy-owned equipment, and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the Acceptable Use Policy.

4.6 Device Care

Students will be held responsible for maintaining their individual devices and keeping them in good working order.

- The device battery must be charged and ready for school each day using the charger, only.
- Only labels or stickers approved by American Paradigm Schools may be applied to the computer.
- The device sleeve furnished by American Paradigm Schools must be returned with only normal wear and with no alterations, in order for student to avoid being charged a sleeve replacement fee.

- Any device that malfunctions or becomes damaged must be reported to the Schools Administration. American Paradigm Schools will be responsible for repairing devices that malfunction. A device which has been damaged from student misuse, neglect, or which is accidentally damaged will be repaired by American Paradigm Schools, but such repair costs will be borne by the Student or Parent/Guardian. The Student or Parent/Guardian will be responsible for the entire cost of repairs to any device whenever damaged intentionally.
- Student or Parent/Guardian is responsible for any and all damage.
- Any device that is stolen must be reported immediately to American Paradigm Schools and the Police Department.

4.7 Legal Propriety

- Student and Parent/Guardian will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. In the event of any uncertainty, Student or Parent/Guardian should consult with a teacher or the Schools Administration.
- Plagiarism is a violation of American Paradigm Schools' Code of Student Conduct. Students must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action in accordance with school policies in American Paradigm Schools' Student-Parent/Guardian Handbook and/or criminal prosecution. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by American Paradigm Schools.

4.8 Student Discipline

If any student violates any part of this Policy, he or she will be subject to disciplinary actions aligned with American Paradigm Schools Student-Parent/Guardian Handbook. These may include, but are not limited to, loss of device privileges, or other appropriate action as outlined in the Code of Conduct.

5. USE OF A DEVICE AT SCHOOL *(This section only applies if devices are authorized by APS to be kept by the students when school is open.)*

The device is intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device computer. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

5.1 Charging the device's battery

The device must be brought to school each day in a fully charged condition using only the charger. Students must charge the device each evening. Repeat violations of arriving to class without the device charged will result in the loss of device privileges. The Student's teacher may also deduct points from the Student's engagement grade in that class. Only where in-school use of the device has caused batteries to become discharged, will Students be allowed to connect their device to a power outlet in class.

5.3 Screensavers and Background Photos

- No media may be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- Passwords are not to be used unless set by American Paradigm Schools.

5.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the device, but can be used only at the discretion of the teacher.
- Internet games are not allowed on the device. If any game App is installed, it must be by American Paradigm Schools' staff.
- All software/Apps must be provided by American Paradigm Schools. Data Storage will be through Apps on the device and email to a server location.

5.5 Printing

Student should talk to his or her teachers about printing from the device, which is unavailable. However, students will be given information and instruction on printing with the device at school if necessary.

5.6 Devices Undergoing Repair

A loaner device may be issued to the student if he or she leaves the device for repair. There may be a delay in getting a device should American Paradigm Schools not have enough to loan.

6. MANAGING STUDENT FILES AND SAVING WORK

6.1 Saving to Google Drive

Students should save work to Google Drive. Students are responsible to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions and accidental deletion are not an acceptable excuse for not submitting work.

6.2 Originally Installed Software

The software/Apps originally installed by American Paradigm Schools must remain on the device in usable condition and be easily accessible at all times. On a regular basis American Paradigm Schools may add software applications for use in a particular course. Periodic checks of the device will be made to ensure that the student has not removed required Apps.

6.3 Additional Software

Students may not plug the device into a home computer as it may erase the contents on the device. Should this happen, the student will be required to submit the device for reimaging.

6.4 Inspection

American Paradigm Schools reserves the right to search the contents of any device at random or under the suspicion of jailbreaking or any other forbidden content. If Student is discovered with jailbreaking software or forbidden content, he or she will be subject to disciplinary actions at the discretion of the CEO and/or the Disciplinary Committee of the Board of Trustees.

6.5 Procedure for re-loading software

The device may be restored from backup if technical difficulties occur or illegal software and/or non-American Paradigm Schools-installed Apps are discovered on the device. Lindley Academy does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

6.6 Software upgrades

Upgrade versions of licensed software/Apps will be available from time to time. Students will be required to check in his or her device every 5 to 10 school days for updates and syncing.

7. CARE OF THE DEVICE

Each student is responsible for general care of the device that he or she was issued by American Paradigm Schools. Any device which breaks or fails to work properly must be reported to a teacher immediately for an evaluation of the equipment.

7.1 General Precautions

- The device is school property and all users will follow the American Paradigm Schools Acceptable Use of Technology Policy.
- Only use a clean, soft cloth to clean the screen. No cleansers of any type should be used.
- Cords and cables must be inserted carefully into the device to prevent damage.
- The device must remain free of any writing, drawing, stickers, or labels that are not the property of American Paradigm Schools.
- The device must never be left in an unlocked locker, unlocked car or any unsupervised area. ● During inclement weather, devices should be secured in waterproof bags or cases.

7.2 Carrying the device

The device and protective case must be transported to and from school in a bag or container that conceals the device from the general public, so as to deter theft and damage. Failure to do so may subject a student to disciplinary action.

7.3 Screen Care

The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen

8. Year-End Procedure or Return of device upon

8.1 Year End Procedure

The device and all related accessories must be returned to American Paradigm Schools designated representative and/or the Schools Administration at the end of each school year or at a time designated by American Paradigm Schools.

8.2 Return of Device upon Termination of Enrollment

If the student transfers out of American Paradigm Schools during the school year, the device will be returned at that time. If a student withdraws, is suspended or expelled, or terminates

enrollment at American Paradigm Schools for any other reason, he or she must return the device on the date of such withdrawal, suspension, expulsion or termination.

8.3 Penalties for Failure to Return the Device

If a student fails to return the device in accordance with these Policies, the student and or his/her family will be subject to criminal prosecution or civil liability. Student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device may result in a theft report being filed with the Philadelphia Police Department. Furthermore, the student will be responsible for any damage to the device, consistent with American Paradigm Schools device protection plan and must return the computer and accessories to American Paradigm Schools representative and/or the Schools Administration in satisfactory condition as determined by American Paradigm Schools. Student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

8.4 Reimbursement for Damaged Devices and Missing Devices

The following charges will be assessed where devices are not returned, returned damaged or without issued items such as the charger.

Item Reimbursement to school:

Chromebook (not returned) on designated day/time- \$275.00

Chromebook with a cracked screen - \$275.00

Chromebook with missing keys or any other broken part - Repair costs for the device may vary according to the assessment of the damages.

PARENT/GUARDIAN COPY

ACCEPTABLE USE POLICY FOR TECHNOLOGY SIGNATURE PAGE

TO SUMMARIZE

- 1) Devices are to be used for school sanctioned educational purposes only. All violations using this device are subject to sanctions outlined in the Code of Conduct.
- 2) Devices must be promptly returned in the same condition that they were issued on the day/time designated by the school.
- 3) Families are financially responsible for the chromebook up to current replacement value (approx. \$275.00)

Signatures

Student's Name _____ Grade: _____

Guardian's Name _____ Date: _____

Guardian's Signature _____ Date: _____

American Paradigm Schools Representative:

Date:

DEVICE SERIAL #: _____

SCHOOL COPY

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