



## **Technology Policy**

Girls Global Academy provides a 1-to-1 technology program to foster a rich learning environment, access to ideas and content from our global world, and to allow for development of skills with technology, communication, and research.

Students and staff are required to use technology responsibly, including chromebooks and other devices. This policy provides guidelines on appropriate and safe use, consequences for violations of this policy, and an agreement that must be signed to have access to the equipment. Students will be provided training on using technology and the internet safely.

Technology provided may be used outside of school. Students, families and staff acknowledge this equipment is on loan and is property of Girls Global Academy and must be returned when asked. School equipment and internet access should only be used for educational purposes. Girls Global Academy reserves the right to limit or restrict, without notice, any individual's use of these systems, and to inspect, copy, remove or delete any content that represents unauthorized use of this technology.

### **Access**

#### **Devices**

Chromebooks/ laptops will be issued to each student/ staff with a charger. This device is the property of Girls Global Academy but is the responsibility of the student/staff to protect from breakage or loss. Students may be provided an additional device for access to the internet at home. This device is the property of Girls Global Academy but is the responsibility of the student to protect from breakage or loss.

#### **Internet**

Students/staff will be granted access to the internet network of Girls Global Academy to participate in school lessons and activities on their school owned devices. Personal devices will not be permitted to access the schools internet network.

## **Email**

Students/Staff will be provided a school based email address for exclusive use for school related purposes.

## **Acceptable Use**

Technology is for the sole use of accessing academic content as assigned and determined by teachers and staff at DC Bilingual. Students/Staff are expected to follow the terms and conditions outlined below at all times.

## **Maintenance of Devices**

Girls Global Academy is responsible for general maintenance and tech support on all school-owned equipment, but students/ families are expected to follow standards of care with issued equipment. Students/ Families are also expected to notify school staff if they discover damage to tech equipment.

## **Care for Devices**

- Only use a clean, soft cloth to clean the screen, no cleansers of any type
- Make sure hands are clean before using
- Cords and cables must be inserted carefully to prevent damage
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of GGA
- The devices have sufficient padding to protect from normal treatment, but that does not mean it is indestructible
- Do not bump the device against lockers, walls, floors, etc. as it will eventually break the screen
- Keep away from food and drink
- Document any software/hardware issues to your teacher as soon as possible
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes

## **Internet Safety**

In compliance with the Children's Internet Protection Act (CIPA), Girls Global Academy filters internet content accessed using the school network. This filtering extends to home use on Chromebooks viaGoGuardian monitoring. All activity is monitored.

Parental/Family supervision is strongly advised while the school equipment is being used at home.

Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported immediately to the Director of Operations. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.

### **Activities Strictly Prohibited**

Students/Staff are prohibited from using school technology for any unauthorized or unlawful purpose. This includes unlawful internet use. Whether on school property or at home, users must adhere to this policy and will be accountable for content accessed and downloaded off campus and brought into the school network. Inappropriate, unauthorized, and illegal use of the internet or school network services and applications may result in the cancellation of privileges and appropriate disciplinary action taken.

The activities listed below are not permitted:

- Damaging or modifying computers, computer systems, or computer networks. including the use of external hard drives or other electronic storage devices
- Sending, viewing or displaying offensive messages or pictures (including, but not limited to, pornographic, obscene, or sexually explicit material, sexual comments, and jokes or images that would violate school policies)
- Technology devices may NOT be used for instant messaging, iMessage, FaceTime, or visiting chat rooms or non-school social networking websites such as Facebook, Twitter, Instagram, etc. unless access has been specifically approved by GGA.
- Using obscene or offensive language, threatening, bullying, harassing, insulting or attacking others or otherwise intended to demean recipients, including sending spamming emails
- Employing the network for commercial purposes, financial gain, or fraud
- Violating copyright laws or trying to pass off material copied from the Internet as your own (see Academic Honesty Policy)
- Using others' passwords or disclosing your password to an unauthorized person
- Using provided internet access or network to share personal information about yourself or someone else, such as name, phone number, address or photo, without permission from a staff member and parent/guardian
- Misrepresentation of Girls Global Academy
- Uploading, downloading, or copying software without the authorization of a staff member
- Illegal installation or transmission of copyrighted materials
- Bypassing the GGA web filter through a web proxy

- Vandalizing (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) school equipment
- Exchanging devices with another student
- Inappropriate media may not be used as a screensaver or background photo

## **Violations**

The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.

## **Breakage**

***Students/ Families may be held financially responsible for intentional damage to equipment, or damage that results from neglect of equipment, or loss.***

Responsibility includes the cost of replacement or repair for damaged or missing equipment. Approximate Replacement Costs that may be billed:

Loss of Chromebook: \$350

Loss of Internet Device: \$250

Damaged Screen: \$150

Damaged Keyboard: \$100

Lost Charger: \$30

## Girls Global Academy Technology Agreement

The use of the GGA technology resources is a privilege, not a right. The privilege of using the technology resources provided by GGA is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at the issuing school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student/staff violates this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The GGA Discipline Policy shall be applied to student infractions.

By using school technology, I agree to:

- Be responsible in my use of devices
  - I will take responsibility to take good care of my device(s)
  - I will let GGA staff know if my device does not work
  
- Be safe in how I access the internet
  - I will only use the internet for school purposes
  - I will be polite and use appropriate language
  - I will not disclose my or other students' personal information
  
- I understand that the equipment that I am borrowing is the property of GGA. In the event that the equipment is lost or damaged, I understand that I may be responsible for the cost of replacement or repair.

Equipment Description (Circle One):

Chromebook with Charger

Internet Access Device

Other

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

## Internet Safety Tips for Families

Learn the basics of internet safety!

Children use a variety of online services, and each of these services can have different safety concerns. However, there are some basic tips which you can employ no matter how your children use the Internet.

- Keep the computer in a high-traffic area of your home.
- Establish limits for which online sites children may visit and for how long.
- Remember that Internet technology can be mobile, so make sure to monitor cell phones, gaming devices, and laptops.
- Surf the Internet with your children and let them show you what they like to do online.
- Know who is connecting with your children online and set rules for social networking, instant messaging, e-mailing, online gaming, and using webcams.
- Continually dialogue with your children about online safety.

Start a discussion with your child

- What are your favorite things to do online?
- What is personal information? Why should you keep it private?
- What could you do to be safer online?
- What would you do if anyone online asked to meet you face-to-face?
- Besides me, who do you feel that you can talk to if you are in a scary or uncomfortable situation?
- If you're curious to learn about things, what do you do? Who do you ask about that information?

Check out these resources from the National Center for Missing and Exploited Children

<http://www.netsmartz.org/TipSheets>

<http://www.netsmartz.org/InternetSafety>