

# TWS Acceptable Use Policy

All students are responsible for their actions and activities involving computers, devices, Internet, and network. They are also responsible for their files, passwords, and accounts. These rules provide guidance concerning proper use and examples of prohibited uses. This AUP does not attempt to describe every possible case of prohibited activity. Students, parents, and staff who have questions regarding improper use should contact their principal for clarification.

## Acceptable Use

1. Wellspring provides access to the Internet for educational purposes and research consistent with The Wellspring School's mission, curriculum, and instructional goals.
2. Students must comply with all school policies, school rules, and expectations regarding student conduct.
3. Students are also required to comply with teachers and staff regarding use of technology.

## Prohibited Uses

- Unacceptable uses of technology include, but are not limited to, the following:
  1. **Accessing or Communicating Inappropriate Materials:** Students may not access, submit, post, publish, forward, download, scan, or display defamatory, inflammatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials, images (still or video), or messages.
  2. **Illegal Activities:** Students may not use technology for any illegal activity or in violation of school policies. The Wellspring School assumes no responsibility for illegal activities of students while utilizing technology at Wellspring.
  3. **Copyright Compliance:** Students are expected to adhere to all copyright laws. Proper notation is to be given for any items utilized that are not the student's express individual idea or with permission of the original owner of the material. This refers to images, passages, research, papers, music, videos, software, etc.
  4. **Use for Non-Educational Purposes:** Student access to the Internet for noneducational purposes is permissible as long as they do not violate the "Prohibited Uses" section and Wellspring's Code of Conduct and so long as it does not interfere with educational purpose of the computers, devices, or instruction.

5. **Misuse of Passwords/Unauthorized Access:** Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or Internet.
6. **Rights of Access/Review:** All material, which is electronically stored on the school's computers, or within the school's Internet account (the students.tws-rak OneDrive, email, etc.), is the property of The WellSpring School. The school retains the right to access, review, copy, print, edit, and/or delete all user files and any material.
7. **Security:** Any security problems with the school's computer systems or online services must be reported to the IT Manager.
8. **Vandalism:** Vandalism is defined as any attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses, "jailbreaking", hacking activities, or changing online materials without permission. Vandalism is strictly prohibited.
9. **Posting of material to Social Media/Internet:** Students are not permitted to post videos, images, or references to individuals (students, teachers, staff, etc) within the school building without the express permission of a faculty member and the subject of the image.

### **Compensation for Loss, Costs, and/or Damages**

Students' families will be held financially responsible for any damages caused to WellSpring property as a result of malicious intent or unreasonable negligence.

### **Student Privacy and Personal Security**

Students should always exercise caution and consult with a parent, teacher, or staff member when revealing their full name, email address, physical address, telephone number, or any other personal information over the Internet. Students should never agree to meet people they have contacted through the Internet without parent permission. Students should inform their teacher and/or parent if they receive or access messages or information that are dangerous, inappropriate, or make them feel uncomfortable in any way.

### **Consequence of Violating the WellSpring School Acceptable Use Policy**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. Also, the IT Manager may deny access privileges at any time as required or requested by WellSpring's administration, faculty, and staff. If at all necessary, an individual account can be suspended and access denied.

## **The WellSpring School BYOD Program**

The WellSpring School recognizes the everchanging face of technology and our students ever increasing interaction with technology. We recognize the many new and positive ways in which technology can enhance the education experience. We also recognize varied resources which families are willing to devote to student technology. With this in mind, The WellSpring School has adopted a BYOD (Bring Your Own Device program) with all secondary students. Secondary students are encouraged to bring their own devices to enhance their learning experience. It is essential that each secondary student have access to a device that fits these basic requirements:

1. A 2.1 Ghz Processor or better.
2. 4 GB of RAM
3. Static Memory (SSD) able to hold 250 GB or better.
4. A minimum of 8 hours of battery life.

## **Student-Owned Devices**

WellSpring students' devices will have access to The WellSpring School's Internet and be required to follow The WellSpring School's AUP. Student devices are defined as, but not limited to: portable handheld tablets, phones, laptops, and any existing and emerging mobile communication systems, portable Internet devices, handheld entertainment systems, or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

### **Proper use of student owned devices includes the following:**

- If requested, a student will be required to provide the Technology Coordinator or administrator with information such as device address.
- The student is required to bring in their device fully charged. Students cannot expect to have a location to charge devices within the The WellSpring School's building.

- A decision to use devices within a classroom, including structured study halls, rests solely with the classroom teacher. Teachers may choose to use them on some days and not others, use them every day or not use them at all.
- The WellSpring School is not responsible for any damage to a student owned device. All students have personal and full responsibility of their own devices.
- Student device volume should be off when in school as to not disturb others. Headphones or earbuds may be permitted at the discretion of the teacher.
- Student devices should never be used to cheat on any assignments, quizzes, or tests.
- Students are required to comply with teachers' requests to turn off their devices, close their laptop, or turnover their smartphone, tablet, etc.
- Students acknowledge that the students' access to the Internet will go through content filters.
- Students are not to bring into The WellSpring School any viruses, Trojan, malware, or programs designed to damage, alter, destroy, or provide unauthorized data or information. This is in direct violation of The WellSpring School's AUP and will be judged as an act of vandalism.

### **Stolen Devices**

If a device is suspected of being stolen, the student should report it immediately to their principal. A reasonable effort will be made to locate the device; however, the school holds no responsibility for the device. Therefore, it is not recommended that students share or loan their personal devices. Identifying marks on the student devices such as skins and protective coverings are highly encouraged.

### **Management of Student Devices**

The WellSpring School is not responsible for troubleshooting, technical support, or repair of student devices.

### **Use of Devices in Unrestricted Areas**

The WellSpring School does allow for students to use their devices in unstructured areas (such as unstructured study hall, cafeteria, school halls) for acceptable school uses. The teacher on duty of any of these areas retains the right to ask students to turn off their devices or put them away if it becomes a nuisance to others. The teacher reserves the right to confiscate any device used inappropriately or in violation of the AUP. Reminder: The school is not required to allow a student to charge a device. All devices should arrive at school fully charged.

### **Ability to Confiscate and Search Personal Devices**

The WellSpring School reserves the right to seize any personal device when there are reasonable grounds for suspecting that search will turn up evidence that the student had engaged in prohibited activity. The personal device may be searched in accordance with applicable laws and policies. The device will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes. Should the student intentionally inhibit the WellSpring School's search, the school reserves the right to presume guilt and destroy all data on the device as a precaution.

### **Consequences of Violation of The WellSpring School's Policies**

Violation of The WellSpring School's rules or AUP can result in a loss of access privileges, a prohibition of the use of the student's device within The WellSpring School, detention, and even suspension or expulsion, if the violation warrants.

### **Student's Promise to Use Acceptably**

1. I promise to take care of my computer and bring it to school charged.
2. I promise to use it to create great things, learn great things, and lift my classmates up.
3. I know that Mr. Alex can watch what I do on the Internet.

Signature is part of Parent/Student Handbook.