TFA BYOD POLICY

The following guidelines define the expectations for the use of personal devices, school computers, and internet use at the Founders Academy.

Acceptable Use of Computers and Internet Agreement

The Founders Academy may use technology equipment and software in its academic and co-curricular programs. TFA is designed so that students have access to school-configured computers, personal devices, and internet use for the purpose of enriched academic opportunities. Use of school computers and networks, as well as personal devices, are a privilege of attending TFA; however, it is not a right. The school expects that its students will use computers and the internet according to school rules and in the manner intended—for academic purposes. Violation of the use may result in the loss of privilege at the discretion of the Dean or designee.

The following rules (numbers 1-10 below) define the expectations for the use of personal devices, school computers, and internet use. The rules are posted at TFA:

1.   The use of electronic devices is a privilege that can be revoked.

2.   During school hours, electronic devices (including school computers, laptops, Notebooks and Tablets) are permitted ONLY for taking notes, research, homework, study, and specific assignments such as projects. The intent is to use electronic devices ONLY for productivity and school business, not for entertainment. Cellular and smart phones are not permitted.

3.   During school hours, students are allowed to listen to music if authorized by a teacher/staff/volunteer ONLY when appropriate during study halls, lunch and recess. Music may not be played loud so that others can hear it, nor should it be a distraction. NO music videos may be played. NO music can be considered explicit, obscene, harmful, or inappropriate.

4.   Students authorized to use a school computer may NOT download any content unrelated to school including harmful or inappropriate material.

5.   Students may NOT print out assignments on school printers.

6.   Only Wi-Fi from TFA or approved networks can be used within TFA building.   NO Wi-Fi may be used from neighboring buildings, networks, companies or other outside sources. NO use of 3G, 4G, LTE, or other personal service is allowed. Teacher authorized internet usage for academic purposes is closely monitored by TFA and software protection. Breaking this rule will result in immediate loss of the privilege to use any personal computer device.

7.   NO computer games may be played on ANY device from 8:00am - 3:15pm at TFA, unless the game is authorized by a teacher as part of a project or classroom exercise. Before or after school students may use their personal devices to play ONLY offline computer games. Students may NOT use the school internet for games. Therefore, ANY games that require the use of internet are prohibited.

8.   Students shall be respectful and use proper online etiquette when sending emails from TFA email accounts. Full descriptions and definitions of inappropriate and unacceptable usage can be found at www.thefoundersacademy.org and TFA Student Handbook.

9.   If a student loses or damages their personal device at school, it is NOT the responsibility of the school, although students should report the item if it is missing.   Students are discouraged from bringing any unnecessary devices to school.

10.   Further rules and explanations can be found below within this TFA Student Handbook. Inappropriate and unacceptable usage will be reviewed and will result in consequences - from a reminder or warning to loss of privileges. A student who knowingly manipulates the system and creates IT costs will be required to reimburse the school for these costs.

Internet and any materials accessed on school computers or personal devices must support TFA's educational program or extra-curricular school activities. In compliance with the Children's Internet Protection Act (CIPA), TFA uses school filtering software intended to block visual depictions of material considered obscene, harmful, or inappropriate. Most sites blocked will be on the basis of content or sites where chat rooms and instant messages are found. As a result, valid sites are sometimes blocked when employing filters. When this occurs, please notify the front desk staff for "white listing."

Student computer use at school includes internet access and can be monitored by TFA faculty and staff. Teachers and other adults can monitor computer and personal device use, check what students are doing, or ask that such be opened or closed in the same manner as any other school or classroom activity is monitored. The expectation is that technology is used properly in class for class purposes and subject to TFA regulations.

If a user inadvertently goes to an inappropriate web site, the user should immediately exit the site and let the teacher or staff member know what happened. In this way, the incident can be documented so someone knows the access was not intended.

If a user wants access to a blocked site, there will be a system for making this request. Requests will be reviewed, and blocked sites may be (but are not required to be) removed from filtering.

Network Etiquette

The following actions are outlined to explain network etiquette:

- Be polite. No inflammatory or rude messages.
- Do not impersonate any other person including students, administrators, faculty, or staff when communicating with others.
- Under no circumstances should students allow others to use their accounts or share their passwords.
- Use appropriate language. No swears, slurs, or insulting comments, e.g. regarding race, gender, religion, disability, etc.
- When composing emails or providing online commentary, continue to use proper sentence structure and grammar.
- Be discreet and protective for everyone's safety. Do not reveal the personal address or phone number of yourself, other students, parents, faculty, or others in the school.
- Be respectful of the school. Your emails use the name of the school. Emailing and leaving messages with or about inappropriate sites or people could bring disrespect to the school.
- Be considerate of other users. Do not use the overuse network time or use a computer in a way that would disrupt the internet access for others.
- Be law-abiding. Some activities on the internet are illegal. These will be reported and are forbidden.

Unacceptable Use

The following actions are outlined to explain unacceptable use:

- Neglecting or misusing school computers.
- Sending or displaying messages or pictures that are offensive or intimidating.

- Using another individual's passwords, changing school passwords, or attempting to manipulate the system.
- Removing, altering, defacing, or exchanging any hardware or software components from any laptop, desktop, or other equipment.
- Tampering with installed software and files--deleting, renaming, moving, copying, or changing any file or its properties, other than the student's personal document files.
- Tampering with network computer equipment or any school hardware related to the school's system for using technology.
- Accessing or attempting to gain access to unauthorized or blocked files and websites
- Installing software on school computers.
- Violating copyright laws by unauthorized copying of software, e.g. pirated software or WAREZ files.
- Knowingly infecting a computer system with a virus.
- Using the school's network system for personal commercial purposes.
- Trespassing in someone else's folders, work, or files.
- Intentionally wasting resources, bandwidth, or computer processing.
- Not abiding by school guidelines, as clarified from time to time.
- Using another student's personal device without their permission.
- Engaging in an act of cyberbulllying. *See* under "Bullying."

Students may not use others' personal devices without specific permission from the owner of the device. If a device is being utilized through a different service it will be removed and held in the office until a parent/guardian is available to retrieve it.To efficiently manage the school's technology resources, specific guidelines are in place for adding, deleting, and altering hardware and software and also for using the internet. Students may not attempt to make changes to any school software or hardware. . A student who knowingly manipulates the system and creates IT costs will be required to reimburse the school for these costs. All documents should be stored in Google Apps. All students and parents have accounts to access Google Apps.

Communication on and use of public school computers and networks is public in nature. There can be no expectation of privacy. Adults who operate the system have access to all email and system files. Email, accounts, and computers may be monitored but TFA is not required to do so.   Personal devices brought into TFA network environment may be required to have antivirus software verified to be up to date. Those same personal devices may be required to have VNC monitoring software installed for the purpose of real-time monitoring.

Personal Cell Phones, iPods, MP3's, Cameras, etc.

Students are allowed to carry personal cell phones; however, these devices may only be used before or after school hours unless authorized by the teacher for specific use in a particular class. In the instance of a school wide emergency, calls may be made on personal cell phones and/or at the front desk. Students shall not call parents to pick them up early for any reason. If the student needs to leave early for any reason, the student must report to the office. Office staff will make arrangements for pick up.

Mp3 players and iPods may be used during free time or when permitted by individual instructors. The volume MUST be inaudible to surrounding students and school staff.

Due to privacy and safety issues, at no time are students allowed to use the camera function on their cell phones or digital device to photograph or record other students or adults. Individual instructors may allow photography or recordings for specific academic purposes only on a case by case basis.

School employees shall confiscate any devices being used in a manner inconsistent with school policy. The devices will be returned to students. After multiple offenses, the devices will be returned only to parents.

Please note TFA is not responsible for items which are lost, stolen, or damaged.

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