

Technology Acceptable Use Policy

The Laboratory Schools provide technology use, including Internet access, to students and teachers in order to further the educational aims of the school. Access is given as a privilege, not a right, and may be limited or denied by University personnel. Lab School administration, faculty and staff reserve the right to review and remove any student's files and data records used on the school technology/communication system, which violate the Terms and Conditions below.

Terms and Conditions

I understand that...

- the school reserves the right to restrict the use of any digital content that is primarily for a social or entertainment purpose, or that otherwise detracts from the educational environment. These restrictions may be enforced on the school network and/or any electronic device I use while at the Lab Schools.
- all school-provided technology, including network access and storage, is for educational use. Any other use may result in loss of user account and/or confiscation of equipment.
- Email and storage accounts are Illinois State University property.
- Anything I do on Lab School or ISU computers or on the ISU network is not private and can be monitored by university faculty and staff.

I will...

- abide by all rules and regulations of the system as changed or added to from time to time by the administration and/or Illinois State University (including the University's Policy on Appropriate Use of Information Technology Resources and Systems located at <https://policy.illinoisstate.edu/technology/9-2/>).
- address all concerns regarding the use of technology first to the supervising teacher, and then to the administration.
- abide by the additional rules set out in the Laptop agreement.

I will not...

- use or carry on my person, any personal electronic device, including, but not limited to, laptop, iPad, tablet, Kindle, mobile or smartphone, on Thomas Metcalf School grounds, or during related school activities, between 8:00 a.m. and 3:00 p.m.
- use any software or access any Internet content in the classroom that has been prohibited by the teacher or school.
- attempt to circumvent or uninstall monitoring software from my laptop or any other Lab School or University computer.
- use Lab School and/or University computers, DVD players, cameras, classroom projectors or other school technical equipment without permission.
- use anyone else's ID and password nor allow anyone else to use my username(s) or password(s).

- attempt to hack into any school or University computer or server, or any other person's account.
- attempt to introduce any virus or malware, or any other destructive software, onto any Lab School or University computers or across the University network.
- download or store on my laptop any music, games, videos or other media for which I have not obtained a legal license.
- download, install or run any software on my laptop for which I have not obtained a legal license.
- plagiarize, or violate copyright laws in regards to using text, images, audio, music or video clips.
- vandalize any technology at the Lab Schools.
- interfere with others' use of technology.
- use any computer to commit acts which are illegal.

I assume responsibility for...

- any damages to school equipment while I am using it. This includes paying for repairs, which are listed in the laptop legal agreement.
- any consequences that arise from my use of technology- including my cell phone/personal technology- while at the Lab Schools.
- my actions while on-line. This means that I will be polite to others and use appropriate language.
- being a good digital citizen, respecting the technology made available to me, and setting a good example in my use of technology to better our learning community.

Social Media

The school recognizes that social media can be used for instruction to connect students with the global community; however, the Terms of Service (TOS) of many social media tools eliminate the majority of Thomas Metcalf School's population from using these tools. Should teachers choose to use legally acceptable social media tools, a certified teacher will supervise students. When social media is used, normal school rules of etiquette and conduct spelled out in the School Handbook apply, including rules regarding bullying and harassment. The school reserves the right to limit or block student use of such sites at the discretion of the administration.

Additionally, we encourage all parents/guardians to be fully aware of their student's use of social media and to monitor what is acceptable for them to make use of while outside of school. The school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to

share the content that is reported in order to make a factual determination. However, the school may not request or require a student or his/her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website or demand access in any manner to a student's account or profile on a social networking website.

Consequences for violations

Students who violate the Acceptable Use Policy may lose their account privileges at the discretion of the administration. The administration will determine the length of time for which privileges are lost on an individual basis. Further disciplinary action including, but not limited to, detentions, suspensions, expulsions and police notification will be issued by the administration as deemed necessary.

Warranties

The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the University network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school and University specifically deny any responsibility for the accuracy or quality of information obtained through use of the University network or the Internet.