POLICY NAME: Policy on Technology Use
POLICY NUMBER: 9.0
DATE OF APPROVAL: 7 November 2016

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POLICY CROSS-REFERENCED:
• The Beacon Academy Parent-Student Handbook 2016-2017
• Policy on Social Media Ethics

REFERENCES
• The Beacon School Technology Use Agreement (2009)
• The Phillips Exeter Academy Acceptable User Policy (2009)
• The Beacon School Cyber Safety Policy (April 2010)

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POLICY STATEMENT

Technology is a tool. Used well, it helps the school advance its vision for learning and aids in communication and in building a sense of community. At The Beacon Academy, the goals of technology are to:

a. Enhance teaching through access to a variety of technologies: internet and intranet access throughout the school buildings, projectors in classrooms to bring in audiovisual tools, interactive whiteboards, 3D programs for simulations and modeling (math), greater access to Language B through iPads and podcasts.

b. Provide more opportunities for active learning and genuine assessment of learning through technology that can serve as a format for collaborative learning, problem solving, critical and creative thinking through podcasts, video production, interactive presentations, word processing and audio recording. Technology is here regarded as an adjunct to language and cognition in that it helps express learning, and in doing so, promotes greater understanding, allows better engagement, and thus, ownership.

c. Enhance communication between teachers, students, and students and teachers. Technology makes possible connections beyond the classroom and meeting rooms. It may build a greater sense of community through a community site or online communication between parents and advisors, administration and parents, and the Beacon Academy with a larger audience.

POLICY GUIDELINES

The following guidelines ensure the ethical and effective use of technology at the Academy and applies to all such resources available in the school:

1. Members of the Beacon community who are provided access to Academy systems and network resources assume responsibility for their appropriate use. The Academy expects individuals to be careful, honest, responsible, and civil in the use of computers and networks, as well as the Internet.

2. The computers at The Beacon Academy are for use only for academic purposes, during school hours. All borrowed technology equipment should be returned after the subject period indicated to be used upon borrowing.

3. Individuals are solely responsible for their Academy network accounts and credentials. Individuals may not share passwords, or borrow the password of another individual. Accessing personal or confidential accounts and files of others without permission is prohibited.

4. Individuals may not send messages via Academy systems anonymously or using a pseudonym. All communication must identify the sender. Individuals are expected to abide by the generally accepted guidelines relating to responsible network etiquette, which includes, but is not limited to, using only appropriate language and not revealing personal information about others over the Internet.

5. Individuals may not download, install, or use programs that have the potential to break or otherwise interfere with system security and operations. Unnecessary download(s) (i.e. using Torrent engines) is strictly prohibited.

6. Individuals must abide by all official posted rules and official communications from the IT/AV Office or from the office of the Head of School regarding the use of facilities and resources.

7. Individuals with personal computers on the Academy network are expected to take reasonable precautions to ensure the security of their systems, including owning and maintaining up-to-date anti-virus software. Individuals may be held responsible for misuse by others that occur on or through their systems.

8. No individual may use the school network and its resources in any circumstances unless the appropriate Usage Agreement has been signed and returned to the Academy. Usage Agreements also apply to the use of privately-owned/leased equipment on campus or at any school-related activity, regardless of venue.

9. No laptop, iPad, camera or any technology equipment or gadget may be taken out of the Tech Suit in the absence of the IT/AV personnel(s). Borrowed equipment, such as laptops, iPads, or gadgets, must be returned before 4:20PM and cannot be taken home by a student.

10. The safety of students is of paramount concern. Any apparent breach of cyber-safety will be taken seriously. The response to individual incidents will follow the procedures as developed in the Academy's disciplinary process as outlined in this handbook. There will be special attention paid to the need of specific procedures regarding the gathering of evidence in potentially serious cases. If illegal materials or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

11. The academy network resources are the property of the Beacon Academy. Use of this network is a privilege and not a right. The Academy will, to the extent possible, respect the privacy of all account holders on the network. However, the IT/AV Office is responsible for investigating possible violations of all Academy rules governing the network and for enforcing these rules as directed by the Head of School, Dean of Faculty or Dean of Students. Individuals should therefore keep in mind that the Academy reserves the right to access any information stored or transmitted over the network.

12. The Academy also reserves the right to protect systems, software, individuals and contents of the network from potential or actual harm.

13. The Academy follows a "One Student, One Device" policy. In order to de-congest the network traffic and provide maximum bandwidth access to each Internet user in the Academy, students will be asked to select one of their devices for registration with the AV/IT Office. The device will then be assigned an IP address to access the school's WIFI system.

14. In the event that the student loses the old device and brings in a new one, he or she should have it registered at the AV/IT Office. The student will retain the IP address assigned to the original device.

15. The IP address is unique to the student and is non-transferable. Loaning an assigned IP address to another student is prohibited. Infractions to this rule will have consequences as described in the discipline policies above and may lead to the suspension of the IP address for five (5) school days.

16. The Beacon Academy holds that all Academy personnel (administrators, faculty, staff, students currently employed at or matriculated in the school) must engage this digital world creatively as well as critically in keeping with the values of the institutions and the general well-being of the members of our community. The Policy on Social Media Ethics provide the guidelines and processes related to the responsible use of social media technologies at the Academy,

POLICY REVIEW

This Policy on Technology Use will be reviewed on a regular basis as needed by the administration and faculty as a whole, in consultation with established guidelines of the school's accrediting organizations. The Policy must be reviewed every five years.