

HIGHROAD ACADEMY APPROPRIATE USAGE POLICY

The rapid growth of technology has touched nearly every facet of our lives and education has been greatly impacted. This is an issue that all schools continue to work through. The internet provides an almost inexhaustible source of free and low cost teaching materials. Sites maintained by organizations such as NASA, PBS, and the Discovery Channel offer a wide range of articles, images, and teaching aids that can enrich our student's learning experience. Conversely, we know that on the internet, our students can potentially be exposed to a variety of inappropriate and damaging material. These are the rules currently in place for Highroad Academy developed by the Highroad Academy School Board.

Kindergarten to Grade 6

- Any internet access needed for educational purposes will be through the school computer lab under the supervision of their teacher.
- Students in these grades are not permitted to bring any electronic devices (phones, iPods, etc.) to school.

Grades 7 to 9

- Students may bring electronic devices to school, but they must be kept in their lockers during the school day and not on their person.
- Students are not permitted to use their devices unless permission is granted by a staff member. Students in Grade 7 to 9 will not have their devices registered with the school, so they have no access to the student wifi network.
- Personal devices are the responsibility of the owner. The school cannot be held responsible for the loss or damage of any electronic devices brought to school.

Grades 10 to 12

- Wifi access is available to grade 10, 11 and 12 students through our **student network only**. The use of the internet in any form is for educational purposes only, must be in a classroom context and under the supervision of a staff member. This includes the use of cameras or other recording devices. Students are not permitted to be taking pictures or taking video footage of other students/staff members unless permission is granted for a specific educational purpose.
- Students may listen to music in their study blocks provided they are supervised by a teacher. A teacher may ask to check the music on a device. Students are **not** permitted to use electronic devices to listen to music in the hallways during school hours.
- The use of mobile devices for the purposes of texting or social networking is prohibited.
- The use of technology resources on campus is a privilege, and that privilege can be removed at any time. Any user identified as having a history of problems in

using technology systems (both personal and school devices) may be denied access to school network services. Highroad Academy's discipline policy may be invoked at this point.

Our student networks are equipped with a web filtering system to block inappropriate content and social media sites. The student's parents must sign and agree to uphold the "appropriate usage" contract and the student needs to register their devices with the school's IT manager before access is granted. **Personal devices are the responsibility of the owner.** The school cannot be held responsible for the loss or damage of any electronic devices brought to school.

***There may be some exceptions to these guidelines, but they will be at the discretion of the supervising teacher.**

Discipline

Students violating the guidelines set down will be dealt with in the following manner:

1. First violation – device confiscated by teacher and returned at the end of the class/day.
2. Second violation – device confiscated and available for pick up at the end of the day from department head.
3. Third violation – device confiscated and must be picked up by the student's parent after meeting with the department head.

Further violations will be dealt with under the Discipline Policy by the school administration.