

SCIS COMPUTER USAGE EXPECTATIONS

With the advent of the one-to-one laptop program, computers have become a very important and powerful tool for learning. However, by nature the laptops also can become a major distraction in the classroom if used inappropriately. As such, it is important for you to understand that use of your computer is not a right but a privilege, and will only be allowed if the rules below are followed. Be sure that you fully understand the SCIS Computer Policy.

A. All users are responsible for the physical condition of their laptop and should work to avoid damage that will interrupt their ability to complete work on time.

Accidental damage can happen. SCIS has a representative from Apple on campus to help analyze and repair minor problems.

B. Laptops should only be used in class when instructed to do so.

Upon issuance, it is expected that students will bring their computers with them to class for every period. *However, students should never have computers out during class time unless specifically instructed by their teacher to do so.* To summarize: students should bring their laptops to class every day, but should only use them if a teacher instructs them to.

C. Computers must be used appropriately during school hours

During class time, computers should only be used for the immediate learning activities sanctioned by the teacher. Any use outside the given activity and allowances of the teacher will be considered a violation of laptop policy.

Accordingly, as a general rule, the following uses are never permitted unless given explicit prior approval by a teacher:

- social networking sites
- gaming
- streaming video
- music and/or other audio
- instant messaging
- photo booth and/or other screen capture

Obviously, there may be times in which the above programs or others like them will be a component of classroom learning, in which case the teacher will make this clear. *However as a basic rule, policy is that during class time, the only programs or windows open should be those directly relating to the classroom content at hand.*

D. Students must respect others' privacy and property

Students must respect others' property including work, files, passwords and software. Each user is responsible for keeping their password secure and for

changing it as often as necessary. Users must not misrepresent themselves, others or the SCIS via online communication. Lastly, students are not to use the school network for streamed media or downloading as it degrades the network performance.

E. Consequences for laptop misuse

Any student using his/her laptop inappropriately (i.e. having the computer out when unasked for, using programs during class time that are not directly related to the lesson, etc) will have violated the policy. Violation of stated policies will be disciplined as follows:

- First offense: a warning is issued to the student
- 2nd, 3rd & 4th offense: the student will be told to close his/her computer and keep it in their bag/out of sight for the remainder of the period. At each offense, an email will be sent home to parents/guardians explaining the nature of the violation and its consequences for the student. A copy of the email will be sent to the Vice Principal who will record on the number of times a student has been caught misusing the computer.
- Additional Offenses: the computer will be confiscated by administration. Parents will be notified. The student may not receive his/her computer until an administrator meets with the parents and students to discuss the behavior and further consequences issued by the tech staff.

In the event of a confiscation for any length of time, any and all work missed by a student during this time will be his/her personal responsibility to make up in whatever fashion is deemed necessary. If a student loses access to his/her laptop during a time in which it is required for class activity, there will be alternative activities and/or methods used to achieve discipline while also ensuring that learning objectives are met, as outlined by the teacher in each case.

As a final note, all students should be aware that any tampering of any kind with someone's computer, files, etc or participating in **cyberbullying* is considered an *extremely* serious offense, and will be disciplined accordingly by staff and administration.

Consequences may include but are not limited to:

- Parent meeting
- Engaging parental controls on the student's computer
- Loss of access to the school's network
- Complete loss of access to technology

Please understand that communication systems and use of the school's network is private. SCIS reserves the right to monitor any student at any time without prior warning to ensure reliability, integrity, security, and appropriate use.

**Cyberbullying is defined by the Center for Safe and Responsible Use of the Internet as “being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation, or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion.”*