

Definition

As rapid change is the norm today for both hardware and software, it is difficult to know what technology may be available to students by the end of the school year, let alone in the more distant future. This Acceptable Use of Technology Policy is intended to cover the use of technology both on and off school property. It seeks to encompass the use of all electronic data, personal entertainment and communication devices (hardware), including but not limited to:

- Computers
- Data tablets
- Cellular telephones
- Smartphones
- Digital cameras (still and video)
- Gaming devices
- Wearable devices

It also encompasses the use of software, including the use of applications loaded onto data devices and web-based applications, social media, games, videos, etc.

Guiding Principles

While technology offers an array of opportunities to enrich the academic and personal lives of students, these benefits do come with the risk of misuse. It is important that students use technology in a manner that protects:

- the privacy and personal well-being of other users
- themselves from emotional or physical harm
- their identity and personal information

The Internet and Education

Fraser Academy is committed to providing educational experiences that are consistent with, and make use of, the world of interconnected technology. Digital technology and the Internet expand classroom resources dramatically by making original source materials and global resources available to students, teachers and learning specialists. The Internet brings information, data, images, and even computer software into the classroom and the home from places otherwise impossible to reach, and does so almost instantly. Access to these resources can yield individual and group projects, collaboration, curriculum materials, and idea-sharing not found in schools without Internet access. As well, they provide opportunity for students to demonstrate their own understanding and constructs of the larger world.

Responsible Use

Since technology is a key tool for today's learners, Fraser Academy is committed to helping students foster the ability to make sound technology use decisions and create a positive and proactive digital presence. However, students need to understand that there are other technology users who may not be interested in the well-being of children. Accordingly, students shall:

- Only access information that is appropriate (not offensive or hurtful to the user or their community).
- Speak and write about other people and oneself only in a manner that is respectful.
- Only post or share images and ideas that they will be proud of in the future (students must recognize that everything on the Internet is permanent and may be accessed by anyone).
- Only share appropriate images of others and only with their consent.
- Be aware of the impact of their technology use on those in their immediate vicinity.
- Avoid sharing their personal information, or that of their family, their peers, their teachers or other members of the Fraser Academy community (for example, real names, addresses, phone numbers, photos, social insurance numbers or banking information).
- Only arrange to meet in person an individual they met online with their parents' permission.
- Only make financial transactions online with their parents' permission.
- Access secure sites for which they have been granted access and not engage in any hacking activities.
- Only use their own accounts and passwords unless explicit consent from another individual has been obtained.
- Not access, duplicate, store or transmit offensive material or material in violation of copyright law.
- Not use any form of vulgar, profane, obscene, sexist, harassing or abusive language online.

Wireless Access

To facilitate e-learning, Fraser Academy provides two wireless networks, one for the Junior School and another for Middle and Senior School. The Junior School network is filtered for inappropriate content and made accessible to students in Grades 1-6 on school owned device or by obtaining a secure password from IT. An additional network is available for Middle and Senior students in Grades 7-12 that provides a lightly filtered connection and is made accessible through a secure username and password.

These services are available to students during class time and during non-instructional time (before/after school, breaks and at lunch). This provides consistent access to learning resources and tools, promotes student responsibility, and creates open dialogue about appropriate use and netiquette. Students themselves must take responsibility for appropriate use. Access to wireless at school comes with responsibility. Misuse of wireless access may result in confiscation of the student's device(s) and/or disciplinary action.

Technology Use During Instructional Time

Tablets, computers, and other devices are regular components of classes and learning spaces. However, this does not equate to carte blanche usage and there are times when the devices are to be inactive. Students using devices in a manner that is deemed irresponsible or outside of the teacher/supervisor's stated

expectations may have their device confiscated and held by the teacher/supervisor for a defined period of time. Students who repeatedly abuse their use of technology may face disciplinary action as outlined under the Community Standards.

Technology Use During Non-Instructional Time

Fraser Academy strongly encourages students to play outside, converse in person with friends, eat meals and join organized clubs and activities. We believe it is important that students are not overly consumed by technology and avoid excessive use of social media, texting, video games and other pursuits. However, students may use their devices and access the school infrastructure before and after school, at breaks, and at lunch. Furthermore, it is impossible for staff to fully monitor how and when students use or misuse this technology.

If during non-instructional times students are using devices in a manner that is deemed irresponsible, outside of the teacher/supervisor's stated expectations, or in contravention of the Community Standards and this acceptable use policy, they may have their device confiscated and held by the teacher/supervisor for a defined period of time. Students who repeatedly abuse their use of technology may face disciplinary action as outlined under the Community Standards.

Video, Photo and Sound Recordings

It is important that students recognize the rights of all individuals to privacy. Students wishing to record a class or other school event with still images, video or sound must obtain the consent of those involved. Students wishing to record all or part of a class must speak to the teacher to receive approval prior to recording.

Reporting of Students in Personal Distress

Children and teens can often be more comfortable sharing personal concerns with friends online through social media than in person or with an adult. A student in severe personal distress is likely to make comments about harming themselves or others before they take action. It is important that peers of those in distress are able to recognize warning signs and bring the matter to the attention of the school's Counselling Department. The school's counsellors are trained to handle these types of situations in a professional and confidential manner that will protect the reporter and provide assistance for the individual in distress. Students may also provide a confidential report to the school through the PSST link, located on the MySchool main page.

Digital Communication and Social Media

Fraser Academy realizes that 21st-century learning means adapting to rapidly changing methods of communication, and recognizes the importance of educators, students and parents engaging, collaborating, learning and sharing in these evolving digital environments. Fraser uses Google Apps for Education (GAFE) and MySchool (Student Record database) to organize and deliver e-learning as well as to maintain student data. Within these systems are social media tools and activities, which allow students to interact and engage

with learning and the learning community. Please note that the use of web-based tools will not be limited to just those on MySchool or GAFE, but may also occur on publicly hosted Internet services. Any such activities will be mediated and monitored by the educator running the course. Fraser Academy will continually work on developing solutions that will both enable and promote the use of social media services and online collaboration to build a positive, constructive, and safe e-learning community.

The use of both public and Fraser Academy's internal social media tools will encourage students to participate in social activities, discussions, web site development and publishing. However, it remains important to continually educate and foster an atmosphere of trust, individual accountability and responsibility. Users of the public and School's social media services must keep in mind that any information produced is a reflection of the entire School community and is subject to the School's overriding Community Standards and Acceptable Use of Technology Policy. By accessing, creating or contributing to any blogs, wikis or other social media for classroom, personal or school-wide use, you agree to abide by these policies. Fraser Academy can and will remove materials at its discretion or as needed. Please read material carefully before posting or commenting.

Simple guidelines to remember when using Fraser Academy's social media tools or posting away from School:

- Respect copyright and fair use guidelines. Refer to the Canadian Copyright Office.
- Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to Fraser Academy's Community Standards.
- Be cautious about commenting on School-related matters and remember that the School's logos and trademarks may not be used without written consent.
- What you post reflects both on you and on Fraser Academy. You are reminded to use good judgment and to not post any comments or photos that may reflect negatively on yourself or the School.
- Remember that you also have a duty to protect the School's confidential information even after you leave school property or leave the school permanently.
- Follow the School's Community Standards when writing online. It is acceptable to disagree with someone else's opinions; however, it must be done in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is also inappropriate online.
- Blogs, wikis, publications and personal site posts should be well written. Follow writing conventions including proper grammar, capitalization and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- Students who do not abide by the Community Standards may lose their opportunity to take part in online projects and/or access to future use of online tools and subject to disciplinary action.
- You should have no expectation of privacy with respect to your use of social media through Fraser Academy's systems.

You should be on notice that Fraser Academy does from time to time monitor social media. If any communication is discovered that is in breach of this Acceptable Use of Technology Policy, or in breach of law, we may request revisions to, or removal of, certain posts or content if it is necessary to ensure compliance with this Acceptable Use of Technology Policy or to avoid damage to the School's reputation or our relationship with our community.

Google Apps

Access to Google Apps for Education (GAFE) will allow a multitude of services. Each student will be assigned their own Google Apps account and password to login to the services through accounts set up by our IT Department. GAFE streamlines and organizes student work so that all documents and presentations can be stored online and accessible from home, school and anywhere there is an internet connection. This will allow students to work on assignments while traveling, if they choose, and facilitates collaborative learning.

Please note that both the website and GAFE as well as other programs and services used by Fraser Academy are hosted off site and data may be stored outside of Canada.

Consequences

Students who do not adhere to this Acceptable Use of Technology Policy may face disciplinary action under the Community Standards. Depending on the intent, the severity of the offense and whether it is a repeat occurrence, an appropriate consequence will be applied.

Personal Device

It is important for families to recognize that when their son or daughter has a phone, tablet, computer or other wireless device at Fraser Academy it is difficult for us to continuously control their access to inappropriate content, social media or gaming activities during non-instructional time. Families are responsible for and must accept the consequences if phones, tablets, computers, or other devices are lost, damaged or stolen while at the School. The theft of devices will continue to be investigated under the School's Community Standards. The monitoring of data-plan usage on any student device will remain a family's responsibility.

Information for Parents on Technology Use at Home

It is important that families are aware of the impact technology has on their child(ren). As a parent you should:

- Work on improving your own technology literacy.
- Visit www.safekids.com, www.common sense media.org, or other Internet safety education sites (search "Internet safety" on YouTube or other search engines).
- Discuss appropriate technology use with your child, particularly before buying him/her a new device, and establish an appropriate and safe use contract.
- Monitor your child's use of technology.
- Make use of options like Apple Family Share to regulate/monitor which apps are being downloaded.
- Consider the use of Internet filters at home, particularly with younger students.
- Talk with your child about his/her online identity and his/her choice of passwords.
- Restrict your child's access to secure family information (credit card numbers, social insurance numbers, etc.).
- Place computers in a common area of the home.
- Create a charging station, where all family members plug in devices at night.

- Restrict the amount of time your child spends on the computer, playing video games and engaging through social media.
- Be aware of who your child is talking to while online (gaming, social media, etc.)
- Contact the School's counselling department if your child is spending excessive time online, is displaying anti-social behavior or if you have other concerns.