



Technology Policy 2016-2017

Introduction

Proper use of technology, including the Internet, is an important component in the continuing education of 21st Century students. Trinity Byrnes Collegiate School recognizes that our information-based world is becoming increasingly complex and students who are skilled in creativity, critical thinking, communication, collaboration, and information technologies will be better prepared to be successful citizens in the global community. Just as new technologies are changing the world in which we live, they are providing new and positive educational benefits that help students develop these skills. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices with the capability to connect to the Internet which will allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond.

In an effort to bring more technological tools into our classrooms and to leverage student-owned technology, Trinity Byrnes Collegiate School encourages personal technology devices (PTD) be brought onto the campus and into the classroom to connect with TBCS's telecommunications network as part of the Bring Your Own Device (BYOD) program. Students bringing such personal devices to school must follow all State and Federal laws, and Trinity Byrnes Collegiate School policies, the Responsible Use Policy and the guidelines set forth in this document. In addition to the rules outlined in this document, students will be expected to comply with all class and school policies and procedures while using PTDs.

Trinity Byrnes Collegiate School currently provides technology that is appropriate and relevant to support instructional purposes. Therefore, the use of a PTD by students is optional. Students who do not participate in the privately owned Bring Your Own Device (BYOD) program will not be penalized, and alternative modes of participation will be available.

Definitions

1. Personal Technology Device - The "D" in BYOD

A personal technology device (PTD) is any electronic device owned by the student or his/her family that can take photographs; record audio or video data; store, transmit, receive or display voice, messages, data or images; or provide a wireless, unfiltered connection to the Internet. This definition includes, but is not limited to: cellular/smartphones; digital audio players (iPods or MP3 players); digital cameras, video/voice recorders; laptop computers; tablet/slate computers (iPads, eReaders and similar devices); pagers/beepers; and/or any new technology developed with similar capabilities. Portable game consoles, including but not limited to: Sega Genesis, Microsoft Xbox, Sony PlayStation, Wii, and Nintendo are not considered part of the BYOD program and are not allowed on campus.

2. Use of Device Shall Mean

- a. Carrying or possessing a PTD that is either visible or can be heard (regardless if it is “on” or “off”) shall be deemed ON and in use.
- b. A PTD that emits an audible signal, vibrates, is in “sleep mode,” displays a message or otherwise summons the device user shall be deemed ON and in use.
- c. A PTD in an “off” position and stored out-of-sight in a back pack, book bag, locker, purse, vehicle, etc. shall be deemed NOT in use.

3. Educational Purposes

- a. Educational purposes include classroom activities, career development, communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using PTDs for educational purposes. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Information Technology Statement

Digital tools are a valuable means to the desired end of a robust and rigorous college preparatory education for our students. TBCS has invested in high-speed network access, integrated wireless technology, as well as classroom-based computer labs in order to ensure that teachers are able to integrate the use of web-based resources to enrich the curriculum. In addition, the school’s BYOD program is in place to help support the use of student-owned web-enabled tools in the classroom when authorized by the teacher (these policies are elaborated below.)

There is no expectation or right to privacy or right to freedom of speech when using the school’s computer resources, which are the school’s property. The use of computers and/or other electronic devices and the network must be in support of education and research and be consistent with the educational objectives of Trinity Byrnes Collegiate School. Use of the school’s facilities for Internet connectivity and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. In addition to the normal definition of vandalism, TBCS includes any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of “computer viruses” are expressly prohibited.

User Responsibilities

Trinity-Byrnes expects our students to adhere to the following responsibilities for use of school facilities for the network and e-mail:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal any personal information including social security number, addresses or phone number(s), nor will the user reveal any personal information of others.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. System Administrators of the network/system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
4. Users shall immediately notify a member of the IT staff or a school administrator if they suspect that a security problem with the system/network and/or the network exists.
5. Any attempt to log onto the school's network/system as a System Administrator by someone other than an authorized System Administrator may result in a loss of user privileges at the school and may be subject to disciplinary action by the Dean of Students.
6. Any user identified as a security risk by a member of the School Administration/Systems Administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 1. Messages to others shall be polite and shall not be abusive.
 2. Messages shall use appropriate language and shall not use (implied or direct) obscenities, vulgarities or other inappropriate language.
 3. Use of the network shall not disrupt use of the network by others.
8. TBCS makes no warranty of any kind, whether express or implied, for Internet service. TBCS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries mis-deliveries or service interruptions caused by its own negligence or user errors or omissions.
9. Use of any information obtained via the Internet is at the user's risk. TBCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Information Technology Resources

There are three computer labs available for academic use by students from 7:30 a.m. to at least 3:30 p.m. The Computer Lab is equipped with 18 computers and is available for use by classes and individual students during the day. The Library is equipped with 13 computers and is available for use by teachers and their students. The Mac lab has 7 iMacs and is available for use by teachers and students, but preference will be given to students enrolled in upper level IT curriculum classes. Students may utilize these labs provided there is space available and they have the required permission to be working in the lab. These labs are to be used as "resource centers" not socialization areas. If not with their class and/or teacher using a lab, students are required to have a written pass, time stamped and dated, from their period teacher to gain entrance to any of the labs.

Computer Lab Procedures

In order for students to use the lab, a signed Responsible Use Policy must be on file with the school. In addition to the signed policy, computer lab procedures include the following:

- Computers will be used for academic purposes only.
- Students may not install/load any programs or change the configuration of the computers (e.g., audio/video players, chat/IM applications).

- Students may not bring food or drink into any of the computer labs.
- Students may not deface the computers in any way; such action will result in forfeiting permission to use school computers and/or disciplinary action by the Dean of Students.
- When printing from the Internet, students should use cut and paste in order to save paper unless otherwise authorized. After five pages of printing there will be a fee of ten cents per page printed.
- Students are not permitted to access any email account except their school issued google account and only then for educational purposes as part of their individual curriculum.
- Downloading or streaming videos is not permitted on any TBCS network without specific permission of the teacher for which the video is a require component of the students curriculum.
- Playing of games on school computers is prohibited.
- Students will be responsible for all other posted guidelines in computer lab areas.



2015–2016 ACCEPTABLE USE POLICY

Definitions: "device" is any privately owned cellular/smartphone; digital audio players (iPods or MP3 players); digital cameras, video/voice recorders; laptop computers; tablet/slate computers (iPads, eReaders and similar devices); pagers/beepers; and/or any new technology developed with similar capabilities. The term "device" also includes any similar product owned by Trinity Byrnes Collegiate School and provided for student use.

Access: wireless/hardwired connection shall be established by signing onto the appropriate TBCS network. Any and all access through TBCS's networks may be monitored and/or recorded for the purposes of network security and student safety.

Guidelines:

- a. In order to utilize TBCS services (specifically network access) and/or participate in the BYOD program, students and a parent or legal guardian must review and sign the 2014-2015 Responsible Use Policy. This will be considered a legally binding agreement.
- b. The student is fully responsible, at all times, for the personally owned device he/she brings to school. TBCS is not liable for any loss/damage/theft of a personally owned device.
- c. The student is responsible for the condition of the device brought to school, including updates, antivirus software and repair.
- d. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
- e. A device may be used in a classroom when a teacher has authorized the required use of a BYOD device for a specific purpose. In addition, a device may be used, for educational purposes, during a student's study hall after he/she receives permission from the study hall proctor.
- f. Students may not use any device or service for non-educational purposes during school hours, unless granted permission in writing by a member of the TBCS Administrative Team.
- g. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from TBCS, except for approved projects with the express permission of the student's teacher. It is unlawful to record someone without their permission; students can ONLY record (audio or video) when consent has been granted.
- h. BYOD devices in the "ON" mode are not allowed in any restrooms, locker rooms, during school assemblies or any other areas designated and/or deemed private.
- i. If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the Dean of Students.

General acceptable use policy

Use of information technology resources at TBCS constitutes agreement by the user that they are bound by the Responsible Use Policies outlined in this document. In general:

1. Use of computers at TBCS will be for educational purposes only.
2. Computers will not be used to harm other people.
3. Computer users will not attempt to access, tamper with, or misappropriate other people's digital work/files.
4. Computer users will not attempt to break into or circumvent any of the school's security measures. Doing so is considered a major violation of school rules.
5. Computer users will not misappropriate proprietary software.

Note: Network/System administrators are required and morally obligated to investigate any suspicious technological activity occurring at Trinity Byrnes Collegiate School, regardless of ownership.

Internet usage

Use of the Internet is for educational purposes only and will not be used for personal communications or entertainment. Precautions have been taken by TBCS to restrict user access to inappropriate materials. However, the school shall not be held responsible should any of this material be accessed, either advertently or inadvertently by a student.

Network access will also be available through computer workstations in the school's computer labs. In order to ensure proper network etiquette, safety and security, the following rules must also be observed:

1. Users must always refrain from inappropriate behavior. This includes use of defamatory remarks, caustic comments, indecent materials, or ethnic, religious, racial, or sexual harassment. Cyber Bullying or Sexting will not be tolerated.
2. Never give out your home address or phone number. If you must give out an email address or an address to receive educational support material, please consult with lab supervisor before using TBCS's fax number or address.
3. No masquerading (pretending to be someone else is strictly forbidden). This includes sending out email in someone else's name as a joke.
4. Do not give out passwords.

Social networks

Internet sites, such as "Facebook", "Twitter", "You Tube", and other social networks are in the public domain and available to the general public. Any postings, pictures, messages or other activities by students that are about TBCS or members of the TBCS community are subject to the provisions of the following which include, but are not limited to: Postings which are contrary to the philosophy, teachings, policies, goodwill, or include materials which demean or embarrass the school, members of the school community; suggest illegal activities or promote hurtful, threatening, dangerous, or illegal behavior and/or messages or procedures of this institution are subject to disciplinary action as may be deemed appropriate by the Dean of Students and/or Head of School.