 INFORMATION TECHNOLOGY RESOURCES

*I will set before my eyes no vile thing. The deeds of faithless men I hate; they will not cling to me.* Psalm 101:3 (NIV)

SCHOOL information technology resources, including RenWeb, email, and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Electronics Policy Overview**

Our electronics/cell phone policy is designed to safeguard the student culture and learning environment at each school level. As such, our faculty, staff, and administrators are tasked to strictly enforce or to enhance these policies for two purposes: (1) to guard our campus culture of high and accountable engagement; and (2) to partner with parents to teach responsible electronics/cell phone usage and etiquette to our students.

**Grammar School**

* Phones and smart watches are prohibited from coming to school with students. Fitness tracking devices may be worn, but they must be in accordance with the uniform policy and cannot be connected to another device.
* Should a student need to contact his/her parents during the school day, the phone in the GS Office may be used.
* Should a specific need arise that necessitates a student have a phone or smart watch at school, permission must be obtained by the Grammar School Head.

**School of Logic**

* Smart watches may not be worn to school. Fitness tracking devices may be worn, but they must be in accordance with the uniform policy and cannot be connected to another device.
* We highly recommend that SL students refrain from bringing phones to school; however, if cell phones are brought, they must be kept locked in the student lockers and not used until the end of the SCHOOL day. (Phones may be used during and after school, but only to contact parents if necessary.) Should students need to contact their parents during the school day, or vice versa, they may do so through the school’s main office.
* Computers may only be used: 1) in classrooms by students with approved accommodations for technology; 2) in keyboarding/tech classes by 7th and 8th graders; and/or 3) in the 8th grade study lab following those specific procedures.  SL students are not allowed to use computers/tablets in Study Hall.

**School of Rhetoric**

* Smart watches may not be worn to school. Fitness tracking devices may be worn, but they must be in accordance with the uniform policy and cannot be connected to another device.
* Cell phones should be kept locked in the student lockers until the end of the SCHOOL day. Should students need to use their phone, they may do so at their locker and then immediately return the phone into their locker.
* Computers/tablets may only be used: 1) in classrooms by students with approved accommodations for technology; 2) in Study Hall only for school-related purposes; 3) during class with permission of the instructor for the purpose of a specific classroom activity.
* For the purpose of accountability, the device screen must be oriented such that an adult can see what the student is working on.
* Students may use earphones to listen to music on their computer/tablet only in study hall or Defender Hall. Earphones should not be used anywhere else on campus.

**Electronic and Telecommunication Devices**

Students should not bring devices and media to school for the purpose of entertainment. Electronic devices or media may be used in the classroom for academic reasons only with the permission of the teacher or School Head. SCHOOL is not responsible for loss of these items.

**Acceptable Use Details**

1. Respect and protect the privacy of others.

* Use only assigned accounts.
* Not view, use, or copy passwords, data, or networks to which they are not authorized.
* Not distribute private information about others or themselves through electronic means, including through use of Facebook, Instagram, Snapchat, Twitter, Instant Messenger, email, blogs, and cell phone texts or videos, or similar methods.

1. Respect and protect the integrity, availability, and security of all electronic resources.

* Observe all network security practices, as posted.
* Report security risks or violations to a teacher or network administrator.
* Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
* Conserve, protect, and share these resources with other students and Internet users.

1. Respect and protect the intellectual property of others.

* Not infringe copyrights (no making illegal copies of music, games, or movies!).
* Not plagiarize.

1. Respect and practice the principles of community.

* Communicate only in ways that are kind and respectful.
* Report threatening or discomforting materials to a teacher.
* Do not intentionally access, observe, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
* Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
* Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
* Do not send spam, chain letters, or other mass unsolicited mailings.
* Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
* Do not access chat rooms, social media sites (Facebook, Instagram, Twitter, etc), or direct communication such as IRC, online chat, or instant messaging without teacher knowledge and permission.

Inappropriate use of technology, even at home, reflects on the entire SCHOOL community and will not be tolerated. Administration may take action to remediate or remove a student from SCHOOL if it is deemed that a student’s actions inside or outside of Veritas entices others to participate in inappropriate use of technology.

**Students may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.  Educational purposes include activities outlined in assignments, those explicitly related to the content and purpose of classroom activities, and those given specifically by teachers.

**Consequences**

Violations will be handled in accordance with the SCHOOL general student disciplinary code.

**Supervision & Monitoring**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to ensure compliance with this policy to further the health, safety, discipline, or security of any student or other person, and/or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.  Students should understand that they have no expectation of privacy in their use of any information technology resources of the school. Additionally, it is the responsibility of students to ensure that their screen is readily visible by an adult whenever using technology on campus.