



MASTER'S
ACADEMY & COLLEGE



Acceptable Use of Technology Policy Grade 7-12

Master's Academy & College and Palliser Regional Division No. 26

At Master's Academy & College, we believe that technology can be a powerful tool to enhance learning, enabling students to access, work with, and communicate knowledge and information. While there are challenges associated with the use of technology, we believe that the benefits far outweigh these challenges. We try to take every measure possible to ensure the safe and appropriate use of our technology and the Internet. To complement this, we believe that all students, staff, and parents must adhere to and support established standards of acceptable use when using the school's technology or access to the Internet.

Please read the following guidelines and responsibilities for one-to-one computer use. Initial each item and then complete the "Acceptable Use of Technology Agreement" which is found on the last page of this document. Once completed, please return this document to the College Office.

Each item must be initialed by the student and his/her parent/guardian, to show that together they have reviewed each point in the Acceptable Use Policy. By initialing each item, the student has indicated that he/she will abide by the rules and expectations for technology use.

Understand that having access to the use of a laptop is a privilege. **Understand** that this privilege may be revoked if you fail to fulfill your responsibilities as a user of this technology.

Student Initial	Parent/Guardian Initial	Guidelines & Responsibilities
		While in the Master's Academy & College building, you may use any of the technology installed by our school. Use the technology within the guidelines established by your teacher.
		Be respectful when using your laptop in a classroom situation. When a teacher is directly addressing the entire class, stop what you are doing on your laptop, follow the classroom procedure, and give your teacher your full attention.
		Take full responsibility for and respect the technology. This means that you will use proper care when transporting, handling, or operating your laptop. <i>Obtain a proper laptop bag that has a handle or shoulder strap, which protects your laptop in between classes and/or to and from school.</i>
		It is the student's responsibility to carry his/her laptop closed if moving the laptop to another location.
		Understand that Master's Academy & College uses a content filter on its Internet access. However, it is possible that you may encounter inappropriate material, which includes images or text that are inappropriate or offensive to others. <u>Immediately close the window on the screen that depicts this material, and report it to your teacher who in turn will inform the IT department. The site will then be blocked.</u>
		Understand that Master's web service logs your network activity. Be aware that this information may be monitored and viewed by teachers or other appropriate personnel. Understand that this limits your privacy as it pertains to the use of any technology within our school building.
		Know that information located on the Internet may be inaccurate or incomplete. When accessing resources, try to evaluate the validity of materials you access. Respect the copyright and cite resources used when appropriate. Part of your learning will include appropriate use of Internet information.

Student Initial	Parent/Guardian Initial	Guidelines & Responsibilities
		Do not share any passwords associated with your laptop with anyone.
		Do not tamper with anyone else's laptop.
		Maintain the integrity of all technology by protecting it from physical abuse. You are responsible for your laptop, and you must act responsibly around the laptops of your classmates. Running or any rough-housing in the hallways is strictly prohibited! <u>Any damage to your laptop or to a classmate's laptop, occurring either willfully or accidentally, may result in you being charged for replacement or repairs.</u>
		Recognize that teachers will not always require you to bring your laptop to every class. It is at the teacher's discretion as to whether or not a laptop will be used in class. Therefore, when not in use, you must keep it locked in your locker, or keep it with you in your laptop bag. You are responsible at all times for the safety and security of your laptop.
		Master's Academy & College has the right to block any site that is considered inappropriate, including games, videos, etc. "inappropriate" may refer to the content or the context in which the site is being used. This guideline is in place in and out of class time, when on school property. As we work through the technology policy and guidelines, students need to be responsive to changes in where, when, and how technology can be used.
		The school environment is not the place to engage in unacceptable activities. We are dependent on honourable student behaviour to maintain the integrity of our technology environment. It must be clearly understood that Facebook is prohibited while on school property, unless specifically authorized by a teacher. Appropriate consequences will apply if violations occur. You will not be permitted to illegally download music or movies while on campus.
		Students are strictly prohibited from playing online games during class time. On occasion, a teacher may use an educational game to augment instruction. However, this is the only circumstance whereby an online game may be played in class.
		Damage to student owned laptops, whether willfully or unintentionally, caused by the student or by others, is not covered by Apple's One-Year Warranty or by the AppleCare Extended Warranty. Repairs for damage to laptops can be very expensive (e.g. Screen Repair = \$800). Extreme care should be taken by the student to protect his/her laptop.
		Laptop Imaging: It is understood by both parent/guardian and student that all MacBook and MacBook Pros will be re-imaged by Master's. This is to ensure consistency of software in the classroom and to guarantee maximum compatibility with the school's network infrastructure. It will also facilitate ease of support and software back-up services.
		Imaging a laptop means all documents currently on the hard drive will be erased. Before imaging, please back-up any pre-existing documents on an external hard drive or DVD.
		Backing-up Data: Given the nature of technology, some laptop hard drives will experience problems through the course of the school year. Because of this, we require ALL students to regularly back-up their data to an external location, such as an external hard drive, flash disk, or DVD. The external hard drive is the best choice of these three and can be purchased at any computer retailer. It is our recommendation that you purchase one before school commences, as Master's will not be able to provide students with any of these back-up devices.
		Taking Care of Your Laptop & Respecting Others: Although Macs are fairly sturdy machines and are built to withstand certain environmental pressures, accidents do happen. Master's Academy & College cannot be held responsible for damage inflicted upon laptops, whether the incident occurs on school property or not. Should a student cause damage to another student's machine, the student responsible for the damage will be expected to cover all costs associated with the repair.

Student Initial	Parent/Guardian Initial	Guidelines & Responsibilities
		<p>Repair Policy: All families are encouraged to take laptops with hardware problems to the Apple Store in Calgary. Reservations for tech services can be made at: www.apple.com/ca/retail/geniusbar/. Master's IT Department can outsource repairs to an authorized Apple service centre. Warranty repairs are covered under the AppleCare warranty program. Non-warranty repairs will be billed to the laptop owner. Our Apple service centre typically finishes repairs in 5-7 business days.</p>
		<p>Students are required to use proper technology etiquette, including email and language etiquette. Teachers will be reviewing these skills with the students.</p>
		<p>Apple Remote Desktop Program for Grades 7-9: All students in Grades 7-9 will be required to participate in our Apple Remote Desktop Program (ARD). This program, along with our Internet web filter, acts as a monitoring device, ensuring that specific content (inappropriate websites, gaming sites, etc.) is not accessed during class time. ARD allows teachers to see a real-time snapshot of what a student is working on. This program is non-invasive and cannot be used to access files or documents on a student's computer. It is only used during class time and cannot be used to monitor laptop activity off campus.</p>
		<p>In order for us to successfully deploy Apple Remote Desktop, certain configurations must be made on student laptops. Most importantly, students will not be permitted to manipulate the ARD account on their laptop, or change the Sharing Name of their computer. Once this program is in place, all laptops in Grades 7-9 will be identified under the following format: Grade_FirstName_LastName.</p>
		<p>Apple Remote Desktop is a tested program that is being used across the globe in education and corporate institutions. It is completely safe and cannot be used as an entry point for anyone outside of Master's Academy & College. Please feel free to contact our IT Department or Principal if you have any questions about this program.</p>

Technology can be a powerful tool to enhance learning, enabling you to access, work with, and communicate knowledge and information. Value the privilege of your laptop. Recognize that with this privilege comes great responsibility. Take every measure possible to ensure the safe and appropriate use of technology and the Internet.

The Acceptable Use of Technology Policy outlines the standards of acceptable use of personal laptops while on Master's Academy & College school property. Please be responsive to changes in this policy as to where, when, and how technology can be used.

Please ensure that you have initialed each item of the Acceptable Use of Technology Policy.

By signing this document, you are declaring that you are aware of the policies and guidelines regarding personal laptops, and agree to abide by these policies.

I have read, understand, and will abide by all the acceptable use requirements set forth in this document.

Student Name: _____ Grade Entering: _____

Student Signature: _____ Date: _____

I have reviewed this document, and have discussed the importance of the *Acceptable Use of Technology Policy* with my child. My child understands the expectations and responsibilities associated with the proper care and handling of their laptop, as well as the appropriate and ethical use of the technology at Master's Academy & College.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____