

Frederick Douglass VI

INTERNET SECURITY Responsible Internet Use and Digital Citizenship

The use of the internet must be in support of education and research and consistent with the educational objectives of the school system. The use of other organization's networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Please emphasize the following to students.

- **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will prompt a cancellation of those privileges. The school system administrators will deem what is inappropriate use, and their decision is final. Also, system administrators may suspend privileges at any time.

Frederick Douglass Academy VI provides various technologies to all students so as to enrich the academic experience of students and faculty. Technology resources are considered part of our physical environment and their use entails the same privileges, obligations, and responsibilities that come with using all other school facilities and equipment. It is the responsibility of all students to treat equipment, software, and fellow users with proper care and respect.

The following guidelines and rules must be followed when using all FDA technologies. Students who do not comply will have their technology privileges suspended and/or be referred to the Dean..

- **Academic work always takes priority.** Our computer resources exist to assist you, our students, as you pursue your educational goals. The Internet is made available to FDA students as a tool to be used for school related work. It should not be used for entertainment purposes.
- All equipment and software provided by FDA are shared resources and must be used with consideration for other members of the community.
- Communication over the FDA e-mail system and the Internet must reflect appropriate language and content. Students are responsible for their own words and words attributable to their accounts. No derogatory or hurtful language may be used on-line.
- FDA reserves the right to inspect user accounts for content that violates the above guidelines, rules, school/DOE policies, and procedures.
- It is the responsibility of each member of the FDA community to leave laptops and workstations in good working order for the next user. Students may not physically damage computers or alter settings. Any such alteration is considered destruction of school property. Any changes to environmental settings, such as monitor, printer, and keyboard, must be reset to the original setting when work is complete.
- Students must use appropriate language at all times and are expected to be considerate and respectful of others. Threatening language or harassment is intolerable. Students should not distribute private information about themselves or others. *Students who receive inappropriate email should notify their Teacher, a Technology Coordinator (Mr. Wilkerson), or a Dean (Mr. Falzone or Mr. Fudens) immediately.*
- **Inappropriate use of the Internet** includes, but is not limited to:
 - Using the computer/network for any illegal activity including violating copyright laws or plagiarism
 - Gaining unauthorized access to accounts other than one's own
 - Using the computer/network for the purpose of harassing, threatening, or bullying individuals or groups
 - Accessing, downloading, storing, creating, printing, or transmitting files that violate the school's code of conduct and are profane, obscene, or that use language that offends or tends to degrade others
 - Sending spam, chain letters, or other mass unsolicited mailings
 - Buying, selling, or advertising items not approved as a school project
 - Students publishing a page on the FDA Website must meet the ethical standards of the school. No inappropriate language or images are allowed, and all sites linked to a Web page must meet our internal standards. Once projects are submitted to classroom teachers for evaluation, they will be reviewed by selected members of the faculty prior to online publishing.

Technology Guide

Net Etiquette

- Students are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- Avoid offensive or inflammatory speech.
- Be courteous and polite. Use appropriate language.
- Profanity or obscenities are not permitted at any time.
- Do not use the network in any way to disrupt the work of others.
- All communications and information accessible via the network should be assumed to be private property.
- Users may not quote personal communications without the author's consent.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

An exception to terms and conditions: These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties.



Smartboards & Related Devices

While they are durable, our Smart Boards are expensive items and some care needs to be observed. Students should not write on Smartboards with any markers, pens, or pencils. Students should avoid touching these boards, leaning against them, or dragging hands or writing utensils across them unless guided by the teacher.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and 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 further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement when necessary.

Classroom Equipment Care and Maintenance

aptops & Storage Cabinets:

- Laptop shelves and laptops are numbered. Students may be **assigned laptops** to be used in each classroom. Teachers will create a **laptop assignment sheet** so that students will use the same device each time they attend their class.
- Laptops will be removed from the cabinet in an orderly fashion. Teachers or a very trustworthy and reliable student will call students up in small groups and designated students will distribute the laptops to other students. All other students will remain seated while this is happening until the teacher / reliable student calls them up.
- Charging cords should never extend out of the security cabinet. Laptops will always be connected to the charging cord gently before being placed into the cabinet. Taking care of the laptops and the power cords in this way will help our equipment last a long time.
- Laptops must be carried with two hands. Casual handling will eventually lead to dropping and damaged devices.
- Students should keep notebooks, pens, pencils and other items off the keyboard to avoid closing the lid on these items and damaging or breaking the laptop hinges and screen.
- Notebooks and paper should be placed next to the laptop.
- During classroom use, laptops should be secure in the middle of the school desks.
- When in use, laptops should be handled from the base - never from the screen. Do not turn the computer from the screen or use the screen to move the laptop in any way.
- When your attention is required, your teacher will ask you to close your laptops or lower the laptop lid. If you do not comply with your teacher's request, you will forfeit laptop use for that day.
- When you are finished with school laptops, you must always log out of any websites (including your email, Google account, Skedula, etc.) and of the computer as a whole. When you shut down a laptop, you must wait for the screen to go dark before closing the lid. If you close the lid prematurely, you will interrupt the process of shutting down.
- After use, laptops must be returned to the corresponding storage slot, and the charger plugged in to recharge the machine for the next user.
- Distribution of various laptop models is determined by careful consideration of the course content and the applications needed in each classroom. Students are not to move laptops from one room to another based on their personal preferences.
- Students are responsible for backing up their own files. All students should have a flash drive that they can use to back up any work that they save on school laptops.