THE BERKELEY SCHOOL
TECHNOLOGY RESPONSIBLE USE POLICY

At The Berkeley School, technology--which we define as digital tools and techniques that improve the execution or outcome of a learning process-- helps us carry out the school's mission statement by:

- facilitating teaching and learning that is interactive, interdisciplinary, and collaborative to **ignite curious minds.**
- eliminating boundaries and borders by connecting students with information, communities and organizations (civic, social, local and global), and building responsible digital citizens to **awaken generous hearts.**
- equipping students with the ability to adapt and meet challenges, and to select and use an evolving set of tools to **engage a changing world.**

The goals of technology use at TBS are to support students in becoming:

- skilled communicators
- flexible and creative thinkers
- resourceful and discerning learners
- responsible and well-informed global citizens.

From kindergarten to 8th grade we enhance learning by:

- providing students with ready access to information which is comprehensive, authentic and up-to-date
- enabling learners to evaluate, manipulate and present their information in an effective way
- enhancing the digital communication skills of the students
- developing critical digital literacy skills in order to better prepare for life outside of school
- promoting the global outlook of our students
- enhancing the citizenship of learners
- engaging students in their learning through the use of contemporary and familiar means.

In the world of technology, these agreements apply whether students are using a TBS device or a personal device. Throughout their time at the school, TBS expects that behavior in the digital world will reflect the same standards of honesty, respect, and consideration that students use face-to-face with others. **Specifically, we expect all members of the community to act with the understanding that:**

- Words can hurt or heal, whether in person or online. Therefore, students should be cautious, respectful, and honest in all online communication. Technological transactions are persistent and replicable and can be forwarded, copied, or traced. A piece of gossip, an insult, or an unflattering video will last forever on the internet.
- Computers, software, and other information resources are used to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- TBS devices and chromebooks are shared resources that must be protected from damage or theft.
- Academic honesty applies to online research and learners must provide appropriate citations to any information gathered online.
- Network bandwidth, printer paper and toner are shared and limited resources.
- Students will speak with an adult should they receive a communication that is inappropriate or makes

them feel uncomfortable or if they become aware of technology use that is not responsible.

Privacy
- Students are expected to guard their personal privacy by not sharing contact information or any other personal information without their families express consent.
- Students should understand that the TBS network, TBS owned devices, and personal devices are subject to monitoring for safety, security, and privacy for all community members.
- Students must respect the privacy of each other, teachers, family, and other community members by not sharing personal information, pictures or work/content without that person's expressed interest. If a student feels that their data or someone else's privacy has been compromised, they should contact a TBS administrator or TBS tech team member immediately.
- Students should understand that their passwords are shared with TBS staff and may be shared with parents on a case-by-case basis.

Guidelines For Use

1. Devices and Chromebooks may be used during classes and study hall when provided by a teacher or with their permission. They are not to be used while eating. Devices should be used in an environment which is calm and without spill hazards etc.

2. Games, movies, videos, and other recreational programs (even those that are educational in nature) are not to be accessed during school time, unless with explicit teacher permission and for a specific learning purpose.

3. Students will have Google Apps for Education accounts established for them in 3rd grade, with email capability enabled in 6th grade. Throughout their time at TBS, other educational accounts may be set up for students on an as needed basis, for example Lexia Reading, math apps in the early years or Khan Academy and Quizlet in the later elementary and Middle School years. Student Gmail accounts are to be used for educational purposes related to TBS work only. Examples of appropriate Gmail use: using Google Docs to share work with classmates, emailing teachers with questions, emailing research links to yourself or classmates. Students may access and use applications on the school devices, internet browsers, Gmail and Google Docs while at school without asking permission, but **only** for academic purposes.

4. Students may check class blogs and use Google Apps for Education (eg Classroom, Drive and Calendar) while at school without asking permission. They may also visit sites associated with specific assignments or projects.

5. Students may not change any settings at any time.

6. Screens must be visible to teachers at all times. Students must be navigating to sites that are relevant to the work that they are being asked to complete at that time. Class teachers have discretion as to what is appropriate.

Bringing Your Own Device
Bringing a personal device to support learning is a joint decision between students, parents, and teachers.

1. The device that is coming to school is coming with the full knowledge of the student and parent/adults who

own the device. It is the student's responsibility to keep track of the device and be responsible for any damage to it. While we strive to maintain a safe environment for all personal and shared property, the school can not be held responsible for loss or damage of the device while it is on school grounds.

2. School administration must have all usernames/passwords for devices that are being used on our network to maintain network security. Students must first talk with either Bliss or MaryBeth before bringing the device, and meet with them prior to its first use on campus.

3. Students should use school Gmail accounts, rather than personal accounts when using personal devices at school.

4. Students may not use another student's personal device for any reason.

Consequences for Violating the Responsible Use Policy
The main consequence will be suspension of computer privileges at school for a length of time, from as short as a day to the rest of their time here, depending on severity. In the event that the infraction involves online aggression, or violates other school policies, other consequences will also occur.

Opt-Out of Technology Option for Parents
As the parent or guardian of this student, I have read the terms and conditions outlined in the "Technology Responsible Use Policy". I understand that the school is interested in providing my child with learning opportunities that involve technology. Through this emphasis, students will be provided with technology to complete classroom assignments. I understand this is done in an educational setting. I understand TBS's Technology Responsible Use Policy is OPT-OUT meaning that all students are subject to the policy for the duration of their time at The Berkeley School unless a parent or guardian contacts the Division Head to OPT-OUT.

OPT-OUT
To opt out of the "Technology Responsible Use Policy", please contact Bliss Tobin - K-5 Division Head, or MaryBeth Ventura - Middle School Division Head.

Parenting Adult to complete:

I acknowledge that I have read and understood the above policies, and agree to help my child abide by them at all times.

Child's Name: _____ Grade: _____

Parenting Adults' Signature: _____ Date: _____

Printed Name of Parent/Guardian: _____