ACCEPTABLE USE POLICY (AUP)

Jackson Academy is committed to bringing the latest technologies to our students. The safety of all our students still remains our paramount concern. In order to implement this technology integration, every student and parent or guardian should study this Acceptable Use Policy, which outlines guidelines for the use of technology at Jackson Academy.

In this document a "Device" is termed any technological device owned by Jackson Academy that is used for educational purposes. This includes laptops, desktops, iPads, video equipment, etc.

1 GENERAL PRINCIPLES

1.1 General: Technology at Jackson Academy is a privilege, not a right. Each student is accountable for his/her actions. If there are any questions involving the use of technology, please contact the Technology Department.

1.2 Network Resources: Network Resources refers to all aspects of Jackson Academy's owned or leased equipment, including Computers, Devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. The rules below apply to any use of Jackson Academy's Network Resources whether this use access occurs on or off campus.

Students may not use Network Resources to
- Download large amounts of data that is not required for school work while at school that may effect the performance of the network for other users.
- Alter, add, or delete any system files that affect the configuration of a Device.
- Install software onto Jackson Academy Devices that are not pre-approved.
- Write or publish harmful or inappropriate material.
- Facilitate the illegal sharing of copyrighted material using file sharing tools.
- Upload or create a computer virus or malware.
- Misuse copyrighted material.
- Conduct any type of harassment or bullying.
- Plagiarize material or misrepresent another's work.
- Conduct any commercial business.
- Attempt to maliciously harm the data of another person.
- Pursue inappropriate material (i.e. pornographic, sexist, racist, etc.).
- Encourage or support prohibited activities by other students.
- Attempt or gain access to accounts of others

1.3 Negative Effects: Students may not use any type of technology at any time or place that has a negative effect on

- School order and discipline.
- Safety and welfare of other students or staff.
- The reputation of Jackson Academy, its students, and staff.

1.4 Equipment Use: Personal Use of the technology equipment that interfere with the academic purposes of the technology is prohibited. Students may use technology equipment under teacher supervision for academic purposes only. This includes but is not limited to the use of projectors, audio, video, or lighting equipment.

1.5 Printing: Paper and toner/ink come at a high expense to the school. Students are encouraged to print only necessary documents. Students will be allowed to print to designated printers only. The school may limit the number of pages a student can print to avoid abuse. The school may also charge for printing if students exceed their allotted quota.

2 DEVICES

2.1 Ownership: Jackson Academy retains sole right of ownership of Devices and grants permission to the Student to use Devices according to the guidelines set forth in this document. Moreover, Jackson Academy administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. Software and apps that are loaded onto computers and devices are a property of Jackson Academy and under Jackson Academy copyright and licensing agreements.

2.2 Software: Students are prohibited from installing any type of software or apps onto a Device unless authorized by the Technology Department. No one is allowed to copy any software from a Jackson Academy Device.

2.3 Hardware: Jackson Academy provides Devices for student usage as a service. Students are allowed to access only designated computers for students as well as their student assigned Device (if assigned). Students are not allowed to use a teacher's device unless approved by their teacher.

2.4 Device Care: In order to continue to provide the best in technology, students must help in taking care of the Devices they use. No food or drink is allowed around computers or Devices. No student should try to open or fix a computer or Device. Students are not allowed to make any physical changes to a Computer or student Device without permission from the Technology Department. This includes altering physical appearance of the Device by adding stickers, skins, removing asset tags, as well as removing the school provided case.

2.5 Accounts: Students at JA will be assigned a username and password. Students will login to JA systems using this information. If working in a shared Device environment (i.e. computer labs), all students are required to sign off after their Device session has ended.

3 DAMAGE OR LOSS OF EQUIPMENT

3.1 Responsibility: The Student is responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. Where the damage occurs (on campus or off campus) does not affect the application of these policies.

3.2 Repair Fees: Damage repair fees are calculated based on the repair type and how many times a student has had a student assigned Device repaired over a three year period. Below is a list of repair fees:

        List of common repair costs:
        - Any repair to Device: i.e. total loss of Device, water damage, cracked screen, gross negligence
            · **$125 (1st incident)**
            · **$250 (All other incidents)**
        - iPad charger/lightning cable: **$10 each**
        - iPad case: **$50**
        - iPad detachable keyboard: **$50**
        - Logitech Crayon: **$50**

3.3 Repair Procedure: In order to have the Device repaired, the Student will take the Device to the JA Tech Center. Under no circumstance should the Student take the Device to a third party repair location, including the Apple Store. The Device will be assessed, and if further repair is required, a loaner Device may be issued to the Student. The Student's Device will be repaired in-house or sent out for repair. The Tech Center will e-mail the Student's parents to inform them that a repair is being done and how much the

repair cost may be. Once the device is ready to be picked up, an e-mail will be sent to the Student. In order to receive the repaired Device, the Student must pay the applicable fee to the JA Tech Center.

3.4 Technical Support and Repair: Jackson Academy will make technical support, maintenance, and repair available at the JA Tech Center. For after hours and weekend support, please email the tech team at jatech@jacksonacademy.org or visit the JA website.

3.6 Responsibility for Loss: In the event the Device is lost or stolen, the repair fees (shown in 3.2) will apply. Where the loss or theft occurs (on campus or off campus) does not affect the application of these policies.

3.7 Actions Required in the Event of Damage or Loss: If the Device is damaged or lost, the Student must report the problem immediately to the JA Tech Center. If lost, Jackson Academy requires that the Student and Parent complete and sign a statement fully describing the circumstances of the loss. If stolen, Jackson Academy will require the Student/family to file a police report, a copy of which shall be provided to Jackson Academy.

4 SECURITY

4.1 Electronic Data: Students are responsible for all data on their student assigned device. Only the student and Technology Department have access to the data on each device. The student should not expect privacy of his/her files. It is the sole responsibility of the Student to backup all student data as necessary. Jackson Academy does not accept responsibility for loss of any such data.

4.2 Passwords: Students in certain grades will receive a password that is assigned to them. This password is known only by the Technology Department and the Students themselves. Students are reminded that this password should be treated seriously. **For security and liability purposes, no student should give his/her password out to anyone.** Under no circumstances should a student attempt to find out another student or staff member's password or attempt to access that person's email or personal files.

4.3 Student Security Online: No student should give out his/her or any other student/faculty members' personal information via electronic communication. This includes but is not limited to: name, address, picture, etc.

4.4 Monitoring*:* Jackson Academy reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of the School's Network Resources the School administration reserves the right, if needed, and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Acceptable Use Policy.

4.5 Network Access: Students should not attempt to gain access to the JA network with any equipment that is not owned by the school and/or not approved by the Technology Department. This includes, but is not limited to cell phones, computers, or any other network capable device.

5 INTERNET

5.1 Overview: Jackson Academy offers internet access to its students for academic purposes. Internet access is filtered for protection of our students and faculty.

5.2 Inappropriate material: Students are prohibited from visiting inappropriate websites. Internet access is for academic use only and should be surfed that way.

5.3 Filtering: Jackson Academy has an internet filter that will filter inappropriate websites as well as those that may interfere in the teaching and learning process. Student Devices will be filtered at school as well as at home. By offering this filtering service, Jackson Academy is making its best effort in protecting students. However, it is impossible to filter or restrict access to all sites that may contain questionable information. We recommend parents oversee their child's Device activities at home.

6 EMAIL

6.1 Overview: In an effort to increase communication between students and between students and staff at Jackson Academy, JA has decided to endorse a student email system. Students in grades 5-12 will be assigned their own Jackson Academy email address. Students' email addresses will be in the form of username@jacksonacademy.org. Students will login with the same username and password combination that is used to sign in to school Computers and Devices.

6.2 Checking email: Students can check their email from any computer that has an internet connection by visiting http://mail.jacksonacademy.org and logging in.

6.3 Email Restrictions: Students will be able to receive email from other students and faculty only.

6.4 Inappropriate email: Students are prohibited from sending inappropriate emails to anyone at Jackson Academy or any other domain.   This includes mass spam emails, chain letters, and material others may find offensive.

7 DISCIPLINE AND LIABILITY

7.1 Overview: Breach of this policy may result in disciplinary action. Depending on the severity of the breach, this may include:
   - An informal warning from a staff member or administrator
   - A formal verbal or written warning for misconduct
   - Loss of technology privileges
   - Dismissal for gross misconduct
   - Civil proceedings to recover damages
   - Criminal proceedings

7.2 Infraction Levels: In order to better communicate discipline policies, Jackson Academy has developed a system that is divided into three levels. Depending on the severity of the infraction and grade level, these levels may be altered. The following is only considered a guideline for policy enforcement.

Level 1 Infraction
Type of infraction
   - Abuse, misuse, or negligence that leads to minor damage of technology equipment
   - Installing unauthorized software that may cause disruption
   - Disrupting class by not following explicit instructions of the teacher where technology is concerned.

Disciplinary Action for Level 1 Infractions
   - 1st Offense: Administrative warning, parent contact and one grade appropriate detention
   - 2nd Offense: Administrative warning, parent conference and two appropriate detentions
   - 3rd Offense: Administrative warning, parent conference and in-school suspension

Level 2 Infraction

Type of infraction
- Circumventing or breaking administrative settings on the Computer or Device
- Participating in any activity to gain access to additional Network Resources that are not given to the user by the Technology Department
- Excessive and/or repeated device damage due to abuse or neglect.

Disciplinary Action for Level 2 Infractions
- 1st Offense: Administrative warning, parent conference and out-of-school suspension (1 day)
- 2nd Offense: Administrative warning, parent conference and out-of-school suspension (3 days)

Level 3 Infraction
Type of infraction
- Possession of pornographic material or pursuing of inappropriate content
- Breaking into unauthorized Network Resources

Disciplinary Action for Level 3 Infractions
- Each case will be reviewed by the appropriate dean and may result in out-of-school suspension and further sanctions as determined by the administration.

* All infractions are subject to review and modification by the appropriate dean.

7.3 Liability: Jackson Academy will not be held liable for:
- Any damage suffered by users due to failure of equipment or interruption of service.
- The accuracy or truth of material obtained through the internet.
- Damages to any person resulting from unauthorized or inappropriate use of technology.

8 DISCLAIMER

Jackson Academy does not have control of the information on the Internet or information contained in emails. The School uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that it feels distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Jackson Academy. While Jackson Academy's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Jackson Academy, we expect the Student to obey the Acceptable Use Policy (AUP) when using the Internet and school-wide resources. Any Student found in deliberate violation of the policy will be disciplined.

In addition, Jackson Academy account holders take full responsibility for their access to Jackson Academy's Network Resources and the Internet. Specifically, Jackson Academy makes no warranties with respect to school Network Resources and does not take responsibility form

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to School Network Resources or the Internet; or
- any consequences of service interruptions.