

## TECHNOLOGY @ HCA

HCA provides iPads, computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Administration and HCA Board of Directors believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient and appropriate use of this technology. Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All HCA iPads and computers remain the property and under the jurisdiction of HCA on and off campus. HCA reserves the right to monitor all computer and Internet activity by students at all times. Students have no expectation of privacy in their use of school computers. While reasonable precautions will be taken to supervise student use of the Internet, HCA cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of HCA Board policies/procedures and school rules. HCA is not responsible for the accuracy or quality of information that students obtain through the Internet. Parents and Guardians assume responsibility for all content accessed on networks outside of the HCA campus.

Before a student is allowed to use school iPads, computers and Internet services, the student and the student's parent/guardian must sign and return the *Student Technology Acceptable Use Policy* and *MLTI Device Care & Insurance Form*. The signed acknowledgements and applicable fees will be retained by the school.

The Executive Director shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Executive Director may develop additional administrative procedures/rules governing the day-to-day management and operations of HCA's computer system as long as they are consistent with the Board's policy/rules. The Executive Director may delegate specific responsibilities to others as he/she deems appropriate.

### **The HCA Vision for Technology Integration:**

- ★ Students will develop the 21st century foundational technological literacies necessary for success in college, in the workplace, and in our community.
- ★ Teachers will receive professional development and technical support so that they can use technology to advance how students learn and create as well as how students manage, share, and present data during the course of learning experiences and investigations.
- ★ Regardless of how our technological resources evolve over time, students will have equitable access.
- ★ We use technology to make connections with - and to provide services for - our parent body, area citizens and learning partners beyond our community.

A technologically literate student will demonstrate the following skills and habits; s/he will:

- ★ Craft or refine meaningful products using technology;
- ★ Effectively organize and manage data using technology;
- ★ Effectively share or present data using technology;
- ★ Utilize technological tools to further learning and understanding;
- ★ Take advantage of technology's capacity to network people and ideas for new learning and knowledge creation;
- ★ Efficiently navigate the Internet and locate reliable, relevant information, ideas, and data that deepen learning and understanding;
- ★ Recognize both when to use technology resources and when books and human resources are superior;
- ★ Understand that technology is a tool that can be used in society for both great good and great harm (and everything in between), depending on its user's skills, care, and intentions;
- ★ Recognize appropriate boundaries and etiquette with personal use of technology and avoid over-dependence on technology, especially at the expense of human interactions and relationships;
- ★ Demonstrate proper care and respect for technological resources;
- ★ Use technological resources for appropriate educational purposes during educational times and abide by stated acceptable use guidelines at all times;
- ★ Recognize that technological needs and capabilities are ever evolving and strive to keep learning and improving his/her technological aptitudes;
- ★ Practice healthy ergonomics and habits of computer work.

## STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

These rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with HCA's *Student Technology Acceptable Use Policy* and these rules both on and off campus may result in loss of device and Internet access privileges, disciplinary action and/or legal action.

### **Computer Use is a Privilege, Not a Right**

Student use of the HCA's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The Executive Director shall have final authority to decide whether a student's privileges will be denied or revoked.

### **Acceptable Use**

Student access to HCA's computers, networks and Internet services are provided for educational purposes and research consistent with HCA's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing HCA's computers, networks and Internet services.

### **Prohibited Use**

The user is responsible for his/her actions and activities involving school computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

*Accessing Inappropriate Materials* – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

*Illegal Activities* – Using HCA's computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules;

*Violating Copyrights* – Copying or downloading copyrighted materials without the owner's permission;

*Plagiarism* – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;

*Copying Software* – Copying or downloading software without the express authorization of the system administrator;

*Non-School-Related Uses* – Using HCA's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes, or for any other personal use;

*Misuse of Passwords/Unauthorized Access* – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;

*Malicious Use/Vandalism* – Any malicious use, disruption or harm to HCA's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses;

*Unauthorized Access to Chat Rooms/News Groups* – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

### **No Expectation of Privacy**

HCA retains control, custody and supervision of all computers, networks and Internet services owned or leased by HCA. HCA reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

### **MLTI Insurance Plan**

Parents are required to pay an insurance fee for the use of MLTI devices. The fee is \$50/year; students qualifying for reduced lunch are asked to pay \$20/year and this fee is waived for students qualifying for free lunch. This fee covers one instance of accidental damage and will be required again to recover a second instance of damage if it occurs. If this fee is not paid, devices may not be allowed to go home and/or the student or the student's parent/guardian may be responsible for compensating HCA for any losses, costs or damages. See *MLTI Device Care & Insurance Form* below for more information.

### **HCA Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

HCA assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### **Student Security**

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

### **System Security**

The security of HCA's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the Executive Director. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

### **Parental Acknowledgement Required**

Students and their parent/guardian are required to sign and return the Student Technology Acceptable Use Policy before being allowed to access school technology.

## **Personal Electronics**

Managing the use of cellphones and other personal electronic devices is a part of communicating effectively. Strive to be present and attentive to other members in the community and to recognize the impact personal technology can have on your connections to your community.

### *Cell Phones and Texting*

Although students are allowed to have a cell phone in school, ringers should be turned off during the school day. Students may use a cell phone for calls or texting before GRIT, during lunch break, and following the end of the academic day (2:40 PM @Div 1; 3 PM @Div 2). During the school day, school phones will be available for student use on a limited basis (e.g., for emergencies, not for social calls). Students who text or use their their cell phone in class without permission will have their phone confiscated until the end of day. Repeated misuse of cell phone and texting will result in a student being banned from having the phone in school.

### *Electronics/Music*

- Electronics should be used ONLY to promote learning during instructional time.
- Personal electronics (excluding headphones) should not even be visible during instructional time. This includes crew, academic support, field work and team support time - without explicit teacher permission first.
- No music during ANY instructional time unless by teacher permission first.
- No personal gaming during instructional time (including independent study time).

### *Consequences for misuse of personal electronic devices*

If a personal electronic device is used inappropriately,

- First offense: The device will be confiscated until the end of the day.
- Second offense: The device will be confiscated and returned to family/guardian or upon communication with family/guardian.

***By signing below, I acknowledge that I understand and agree to the above stated terms.***

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## MLTI DEVICE CARE & INSURANCE FORM

HCA is excited to continue our partnership with the Maine Learning Technology Initiative (MLTI), a national leader of technology integration in schools. Division 1 students will receive an Apple iPad and Division 2 and 3 students, a Macbook Air laptop. These devices are the property of HCA and MLTI and in order to retain access, students must conform to the *Student Technology Acceptable Use Policy* and the *Care & Storage* directions outlined below. Failure to comply with these guidelines will result in reduced or complete loss of access to technology at school.

### Care & Storage:

- Devices **MUST** be carried in cases, with accessories at all times during the day.
- Devices **MUST** be fully charged at the beginning of each academic day.
- Devices **MUST** be left in appropriate places or in crew rooms when not in use.
- Devices **MUST** be kept clean, away from food and beverages.
- Devices **MUST NOT** have stickers, or any decorations other than MLTI and HCA labels.
- Devices, cases, and cords **MUST** be labeled appropriately at all times. *To replace a damaged label contact Mr. Gallagher ([pgallagher@harpwellcoastalacademy.org](mailto:pgallagher@harpwellcoastalacademy.org)).*

### MLTI Device Insurance

HCA provides MLTI Device Insurance to cover accidental damage that might occur in or outside of school, including: Accidental Damage; Fire; Natural Disasters; and Power Surges. Parents/Guardians are required to sign up for this insurance each year.

Parents/guardians are required to pay an insurance fee for their students use of MLTI devices. The fee is \$50/year; \$20/year for students qualifying for reduced lunch, and the fee is waived for students qualifying for free lunch. ***This fee covers one instance of accidental damage and will be required again to cover a second instance if damage occurs.*** If this fee is not paid, devices may not be allowed to go home and/or the student or the student's parent/guardian may be responsible for compensating HCA for any losses, costs or damages. **Lost or damaged accessories including cases and chargers are not covered by this insurance. A fee of \$35 will be assessed to replace each lost or broken charger.**

**\*Please note:** willful destruction, negligence and/or disregard for the Acceptable Use Policy and Care & Storage directions will NOT be covered by this insurance policy.

I/We have read and accept the MLTI Device Insurance guidelines and have enclosed the appropriate payment.

Student \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_