



REGULATION OF THE PRINCIPAL

Category: **STUDENTS**

Issued: 1.26.18

Number: SA-R-404

Subject: STUDENT USE OF ELECTRONIC DEVICES

SUMMARY

This regulation establishes the Board of Northern Academy of the Arts (NORTHERN)'s policy regarding possession and use of: 1) smart phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems in school.

ON CAMPUS

Students are required to use a NORTHERN-assigned laptop and bring a USB device to school for homework and academic studies. Students are only permitted to use the NORTHERN-assigned laptop and USB device on campus during approved time periods.

Smart phones are NOT permitted on campus. Students may use non-smart cellphones ("dumb phones") for communication but not during school hours of 8 a.m. to 5p.m. Monday –Friday and 9 a.m. to 12:30 p.m. Saturday.

In urgent situations during school hours, students may request permission to use the school office phone while the teacher or staff member is present. Personal iPads, tablets, or other smart devices with visual displays are also NOT permitted on campus or in the dormitories.

Unauthorized use of computing devices is prohibited and any student who violates this Regulation will be subject to discipline pursuant to the Code of Conduct or the Discipline Matrix.

IN DORMITORY

The dormitories are an extension of the school, therefore, smart phones, portable music and entertainment systems, laptops and other computing devices belonging to boarding students are not permitted in the dormitories.

Students may use non-smart cellphones ("dumb phones") for communication but not during homework time.

The school will provide public computers with Internet access in the dorm lobby for students to use for homework and personal communications from noon to 10 p.m. daily.

Students who violate the school's inappropriate content rule while in the dorms will be subject to disciplinary actions pursuant to the Code of Conduct or the Discipline Matrix.



REGULATION OF THE PRINCIPAL

Category: STUDENTS

Issued: 1.26.18

Number: SA-R-403

Subject: STUDENT USE OF ELECTRONIC RESOURCES INFORMATION

SUMMARY

This regulation establishes the Board of Northern Academy of the Arts (NORTHERN)'s policy regarding students' responsibilities when accessing various computerized information resources through NORTHERN's computer system. The computer system contains software, hardware, computer networks and electronic communications systems.

ACCEPTABLE USE GUIDELINES

Communications on the network are often public in nature. General school rules for behavior and communications apply. All students will be issued a mandatory NORTHERN-owned laptop computer upon receiving written consent from parents/guardians (Exhibit A).

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Principal or his/her designee and/or classroom teacher will be responsible for informing students of rules and regulations governing student access to the computer system.

In order to match electronic resources as closely as possible to the approved school curriculum, school personnel will review and evaluate resources in order to offer "home pages" and menus of materials, which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. As much as possible, access to the school's computerized information resources will be designed in ways to point students to those that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others, which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Inappropriate use of the computer system may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the computer system, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The computer system is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the school is provided to students who act in a considerate and responsible manner. Individual users of the school's computerized information resources are responsible for their behavior and communications over the school computer network. All students must sign a Laptop and Information Resources Access Agreement (Exhibit B). It is presumed that users will comply with school standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be NORTHERN property and subject to control and inspection. The Technology representative/designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of Board policy and these regulations regarding student access to the school's computer system. Students should NOT expect that information stored on the NORTHERN computer system would be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media. Parents and students will be provided with Guidelines for Telecommunications Use at Home (Exhibit C).

Use of the computer system which violates any aspect of Board policy; the Code of Conduct; this Regulation, and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable school guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the computer. In addition to the general requirements governing student behavior, specific activities shall be prohibited by student users of the computer as delineated in the Student Use of the NORTHERN Computer Systems rules. Network accounts are to be used only by the authorized owner of the account. Any user of the computer system that accesses another network or computer resources shall be subject to that networks acceptable use policy.

If a student or a student's parent/guardian has a NORTHERN network account, a non-NORTHERN network account, or any other account or program, which will enable direct or indirect access to an NORTHERN computer, any access to the NORTHERN computer system in violation of Board policy and/or regulation may result in student discipline. Indirect access to a school computer shall mean using a non-school computer in a manner, which results in the user gaining access to a school computer, including access to any and all information, records or other material contained or stored in a school computer.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Users of the computer system identifying a security problem on the school's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the computer system as a Technology Department staff member may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer system. Further, any violations regarding the use and application of the computer system shall be reported by the student to the teacher in charge.

NOTIFICATION

The Electronics Resources Information Regulations will be available to parents and students on the NORTHERN website at feitianacademy.org in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the computer system.

INQUIRIES

1+ (845) 341-1935 1 Ashley Ave. Middletown, NY 10940 USA
contact@northernacademy.org

Exhibit A. **NORTHERN Student Laptop and Information Resources Access Agreement**

No laptop will be given out without the signature of the student on the NORTHERN Student Laptop and Information Resources Access Agreement and receipt of the parent or guardian's signed consent form.

Student Agrees to the following:

1. To use the equipment properly, as instructed during the computer workshop, classroom demonstrations and any additional directives from NORTHERN staff.
2. To return the equipment to NORTHERN upon request.
3. To contact the NORTHERN technology department or my teacher if I have any problems with the laptop.
4. If the laptop is lost or stolen, I or my parent/guardian will contact the police, obtain a police report and submit a copy of this report to NORTHERN within 48 hours.
5. I understand that my parent/guardian may be assessed costs due to negligent or deliberate damage by me.
6. I will use electronic information resources only for education research purposes, and only, as those purposes are consistent with the curriculum and educational objectives of NORTHERN.
7. I will use electronic information resources in a responsible, ethical and legal manner at all times.
8. I will be considerate of other electronic information users and their privacy and I will use polite and appropriate language at all times while accessing and using these resources.
9. I will not give out any personal information about myself or anyone else while using these resources unless approved by the instructor monitoring the use of their resources.
10. I will not give out any telephone numbers or passwords.
11. I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services.
12. I will report all security problems I identify while using these resources to my teacher or to the school staff who is monitoring my use of these resources.
13. I am aware that the inappropriate use of these resources can be a violation of local, state and federal laws and that I may be prosecuted for violating those laws.
14. I will not use other persons' information as my own. I will always give credit to the original creators of the information I find online.
15. I will abide by all copyright laws and will seek assistance if a question arises.

By signing my name on the NORTHERN Student Laptop and Information Resources Access Agreement form, I agree I have read the rules and discussed them with my parent(s)/guardian(s). I understand them and I will follow them.

Student Name (print) _____

Student Signature _____ Date _____

Exhibit B

Parent Consent for Laptop Computer Distribution and Electronic Information Resources Access

Students will not be allowed to use the Internet and NORTHERN-issued laptop computers at school until:

- 1) The student has signed the Technology User Agreement form;
- 2) A parent/guardian of the student has signed the parent consent form; and
- 3) A signed copy of the Technology User Agreement form and parent consent form must have been received by an NORTHERN representative.

As the parent or legal guardian of the student listed below, I have read, reviewed and discussed the terms, conditions and responsibilities contained in NORTHERN’s Electronic Information Resources policy, rules, and regulations (accessible on NORTHERN’s web site) with him/her. Further, unless I advise the school to the contrary, in writing, this authorization shall continue henceforth for the current school year and shall be renewed annually. Having understood and acknowledged these stated conditions, I hereby:

I. *Basic Student Access to Networked Systems for Educational Use* (check one):

- Grant permission for my son/daughter to access electronic information services provided by Northern Academy of the Arts for educational purposes. My son/daughter should not have any expectation of personal privacy in the use of computer systems. Should I wish to revoke this permission at some future date, I understand that I will be responsible for communicating such a decision, in writing, to the school principal.
- Decline to permit my son/daughter to access any electronic information services as part of his/her educational program.

Permission for Son/Daughter to Use a NORTHERN-Issued Laptop Computer (check one):

- Grant permission for my son/daughter to use a NORTHERN-issued laptop computer. My son/daughter can only use a computer or laptop provided by the NORTHERN. No personal PC should be brought to the school.
- Do not wish to have my son/daughter use a NORTHERN-issued laptop computer.

I/We confirm that I/we have discussed with our son/daughter his/her responsibilities as a student as described in NORTHERN’s Electronic Information Resources policy, rules, and regulations and have discussed with my son/daughter that he/she is responsible for complying with the expectations set out in NORTHERN’s Electronic Information Resources policy, rules, and regulations and may be disciplined for failure to do so. I/We further confirm that we have read and understand NORTHERN’s requirements for payment if my son/daughter damages, destroys, and/or fails to return the laptop computer upon final departure from NORTHERN.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Guidelines for Telecommunications Use at Home

Exploring the many resources available through telecommunications and the Internet can be a wonderful educational experience for you and your child. However, there are risks for children and teenagers who use on-line services, especially if they are unsupervised or unaware of potential problems that can arise while on-line. There are few restrictions on the kinds of information that are accessible to Internet users, and some of the information may be inappropriate - even harmful or offensive.

The best way to assure that your child is having positive on-line experiences is to stay in close touch with what your child is doing. Open communication with your children and getting on-line yourself will help you to understand the benefits of these systems and alert you to potential problem areas. Consider the following guidelines for your household:

- The computer used for on-line services should be in a place in your home that can be monitored by you.
- Develop a set of family rules that you want your child/ren to follow while on-line. Discuss these rules with your child/ren to be sure they understand the reasons behind them.
- Show your child/ren some of the exciting educational potential on the Internet. Help them research and discover resources there. Be part of their on-line experience.
- Do not allow your child/ren to give out their full name, address, telephone number, credit card/checking account numbers or other personal information on-line.
- Be sure that your child/ren do not agree to meet anyone s/he has contacted on-line without your permission. Parents/guardians should be part of any meeting that is arranged.
- Discuss privacy with everyone in your house who uses e-mail. You may want to make a rule that no one opens anyone else's e-mail.
- Discuss screen names. May your child/ren use her/his real name or something else?
- Be sure you realize that some people on-line may misrepresent themselves, so caution is always best when communicating on-line.
- Set reasonable time limits for the use of on-line services in your house. Most services change by the time used. Setting a monthly budget for use is a good way to help your child/ren learn judicious use of time on- line.
- Become familiar with the parental control features and software filters for the Internet that are now avail- able. These will allow you to block access to certain features of the World Wide Web that you want to restrict in your household.
- Determine if your child/ren may purchase services or products on-line. Be sure you explain the risk in using credit card information on-line.
- If your child/ren receives a message that makes her/him feel uncomfortable, forward a copy of message to your service provider and ask for assistance.