Paul Penna DJDS Acceptable Use of Technology Policy

Paul Penna Downtown Jewish Day School (PPDJDS) recognizes that computer technology can be a powerful tool for learning. Therefore, PPDJDS provides students with access to computer technology and the Internet for educational purposes. This Policy has been prepared to protect the rights and safety of all students.Students who use this technology must agree to the following:

Appropriate Use:

1. Students may only use school computers and tablets for school work only and only when given permission by a teacher or staff member.
2. Students may not access any social networking site, video sharing service, or instant messaging service during school hours, unless directly instructed to do so by a teacher.
3. Students must not use technology in a way that hurts or offends others.
4. Students may not access, create, send or display messages, pictures or other materials that would be considered threatening, offensive or an invasion of privacy to others.
5. Students may not take the ideas, writings or images of others and present them as if they were their own.
6. Sometimes students may come across material that is inappropriate or offensive. The incident must be reported **immediately** to a teacher.
7. During the school day, students require teacher permission to contact their parents by email, phone, text message or any other communication method.
8. Students must complete all work based on their original thoughts. They must properly cite any information, images, videos, or other multimedia obtained from other sources including artificial intelligence apps such as ChatGPT.
9. Students must treat all others with respect in the online and digital environment, at school and at home, and conduct themselves in a manner that represents the values of Paul Penna DJDS.
10. Students are not permitted to use cell phones or connected smartwatches during the school day, including OCL where applicable. Cell phones must be turned off upon entering school and will be collected in the morning and returned at the end of the day.

Privacy & Security:

1. Students must maintain the privacy of network passwords and may not share their own – or anyone else's – passwords with another person.
2. Students may not disable user accounts or change passwords without authorization.
3. Students must not reveal information about their own or others' personal identity (such as full name, address, phone number, age or school) to strangers they encounter online.
4. Students may not make and/or share audio, photo or video recordings without the clear consent of a teacher and all individuals involved.
5. Students must immediately report any concerning messages or requests to a teacher.

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Safety of Paul Penna DJDS Equipment and Network:

Food and drink must be kept away from computer equipment.

1. Students may not damage computers, files, systems or networks. They also may not modify or erase files belonging to any person without authorization.
2. Students may not take, use or move any item of IT inventory without permission from a teacher.
3. Students may not make “System Preference” changes or connect their own personal devices to the school network without permission.
4. Students may not attempt to bypass the school’s firewall security.
5. All PPDJDS computers remain under the control and supervision of PPDJDS. The school reserves the right to monitor all computer and internet activity by students. Students will have no expectation of privacy in their use of school computers.

Consequences:

Violations of the guidelines will be dealt with on a case-by-case basis. Students who violate these computer use guidelines will be subject to the following consequences.

Violation	
1st Violation	Conversation with a teacher or administrator.
Subsequent Violations	Any of: suspension of computer privileges, recess detention, in-school suspension, suspension from school.

Student Grade: PPDJDSCB#:

Student Name: Student Signature:

Date: