Technology is a focus for P.K. Yonge Developmental Research School (D.R.S.) and policies have been developed to ensure that our students are competent users of technology and behave as model digital citizens in technology-mediated environments.

Technology, as referenced in this policy includes, but is not limited to, computers, handheld devices, cameras, calculators, technical equipment (e.g. probeware for science), telephones, software, the Internet, websites, email, and other online communication tools.

**Digital Citizenship**

Digital citizenship is a set of accepted behavioral expectations or standards describing use of technology and the online environment. The International Society for Technology in Education (ISTE) has identified nine areas of digital citizenship.

1. **Etiquette**: electronic standards of conduct or procedure
2. **Communication**: electronic exchange of information
3. **Education**: teaching and learning about technology and the use of technology
4. **Access**: full electronic participation
5. **Commerce**: electronic buying and selling of goods
6. **Responsibility**: electronic responsibility for actions and deeds
7. **Rights**: those freedoms extended to everyone in a digital world
8. **Safety**: physical well being in a digital technology world
9. **Security** (self-protection): electronic precautions to guarantee safety

**Digital Citizenship at P.K. Yonge.**

Members of the P.K. Yonge D.R.S. community and users of our network and equipment are expected to act in a responsible, ethical, and legal manner in all the areas identified above.

1. **Etiquette:**
   All members of the P.K. Yonge D.R.S. community will be polite and respectful in digital communications with other members of the P.K. Yonge D.R.S. community and the community at large.

2. **Communication:**
   Digital communications will be governed by the same rules of courtesy, conduct, and ethics as face-to-face communications.
3. **Education:**
All members of the P.K. Yonge D.R.S. community will commit to being both teachers and learners in relation to technology and its use for education and information management.

4. **Access:**
P.K. Yonge D.R.S. commits to providing the highest level of access possible to all members of the P.K. Yonge D.R.S. community. Access refers to both infrastructure supporting digital communications, networks, and equipment.

5. **Commerce:**
Student members of the P.K. Yonge D.R.S. community will not engage in commercial activities while on school property, while using school equipment, or while accessing the school network. Faculty and staff will engage in commercial activities online only as required and sanctioned by the administration.

6. **Responsibility:**
All members of the P.K. Yonge D.R.S. community will be responsible for their own digital communications, activities, and behavior. For example, the owner of an email account will be held accountable for all communications originating from his or her account. The expectation is that users will keep usernames and passwords for their own personal use.

7. **Rights:**
All members of the P.K. Yonge D.R.S. digital community will have the same rights as those exercised in the face-to-face environment. In addition, members of the community have the right to use equipment and access digital content as deemed appropriate under the guidelines of the Children's Internet Protection Act (CIPA).

8. **Safety:**
The digital safety of all members of the P.K. Yonge D.R.S. community is of utmost importance. Consequently, P.K. Yonge D.R.S. implements policies and safeguards to protect all members of the community. These safeguards and policies limit student access to content considered unsafe by CIPA both through supervision and online tools. While in most cases student use of equipment and the Internet is carried out under faculty and staff supervision, an Internet filter is used in compliance CIPA and limits student access to social networks, malicious websites, and r-rated content where student safety may be compromised.
9. **Security**: In addition to safety measures implemented by P.K. Yonge D.R.S., members of the community will take responsibility for their own digital security by exercising caution in all online activities and reporting any questionable incidents to the administration. Exercising caution may include but not be limited to: **not** sharing personal information on the Internet, **not** transmitting sensitive information such as social security numbers via the internet, and **not** sharing physical location information with unknown parties online.

**P.K. Yonge D.R.S. Digital Community Member Responsibilities**

First and foremost, technology and access to online tools at P.K. Yonge D.R.S. is for educational purposes. All members of the P.K. Yonge D.R.S. community will, as digital citizens, demonstrate ethical behavior when functioning inside a technology-mediated environment.

**Ethical Behavior**

As active members of a digital community, P.K. Yonge D.R.S. students, faculty and staff commit to:

- Being respectful and courteous in all digital/online communications.
- Engaging in digital activities and communications that are legal.
- Following the same rules of courtesy and conduct expected in face-to-face communications.
- Not masquerading as another member of the P.K. Yonge D.R.S. community by using that person’s email address or username and password.
- Not providing false information.

**Equipment:**

Members of the P.K. Yonge D.R.S. community enjoy access to equipment at a level not often found in public schools and as a result, members of the P.K. Yonge D.R.S community must commit to being good stewards of the equipment they use. In order to maintain our current level of access to equipment, there are strict guidelines to which all users must adhere.

**A user may NOT:**

- Eat or drink while using a computer or other technological device.
Remove any peripheral device such as a keyboard, mouse, etc.
Damage equipment in any way: remove keys, scratch screens, insert foreign objects into ports and CD/DVD drives, scrape letter markers off keys, break computer mice, mistreat power cords, etc.
Change any settings on technological devices, including but not limited to, dashboards, preferences, control panels, system components, or configuration files unless directly supervised by a teacher or administrator.
Leave a technological device without logging off from the network.
Leave a technological device turned on prior to stowing it in its designated location.

**IMPORTANT:** Misuse of equipment includes incorrect stowing of equipment in designated locations. This includes laptops in mobile lab carts. Incorrect stowing of equipment results in damage to equipment and incurs significant cost.

Teachers will keep track of users of equipment by a systematic allocation of item of equipment to student user. Should equipment be damaged, such a system will enable the identification of the party responsible for the damage.

**Consequences - Misuse of and Damage to Equipment:**

Consequences for violating the above mentioned rules may include, but not be limited to:
- Verbal warnings
- Detention
- Suspension of technology/computer privileges
- School suspension
- Separation (expulsion) from P.K. Yonge D.R.S.

In the case of damage to equipment, the member of the P.K. Yonge D.R.S. community responsible for the abuse will be required to provide funds for the replacement of the damaged item.

Equipment replacements costs are dependent on the cost of the item to be replaced. These amounts should not exceed $1500.00.

**Approximated* costs for equipment damage**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard</td>
<td>$50</td>
</tr>
<tr>
<td>Power adaptor</td>
<td>$50</td>
</tr>
<tr>
<td>CD Drive</td>
<td>$50 - $90</td>
</tr>
</tbody>
</table>
### Educational Technology – Acceptable Use Policy

<table>
<thead>
<tr>
<th>Part</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motherboard</td>
<td>$500</td>
</tr>
<tr>
<td>(resulting from damage to USB ports, power connectors, microphone jacks, etc.)</td>
<td></td>
</tr>
<tr>
<td>Removal of rubber stoppers</td>
<td>$15</td>
</tr>
<tr>
<td>Broken screen</td>
<td>$300</td>
</tr>
<tr>
<td>Case - laptop screen</td>
<td>$60</td>
</tr>
<tr>
<td>Case - laptop keyboard/motherboard</td>
<td>$800</td>
</tr>
<tr>
<td>Hinge covers</td>
<td>$15</td>
</tr>
</tbody>
</table>

*Dollar amounts are based on current market prices at the time damage takes place, and the make and model of equipment.*

### Personal Laptops

Students may bring their own personal computers to school provided the use of such devices is devoted to school-related activities and learning. In order for personal laptops to be brought on to campus, students must:

1. **Make an appointment (through homeroom teachers) with the IT department**
2. Make sure that the device has current virus scan software and current virus definitions

**Students may not bring personal laptops to school for use on the school network until the day of their appointment with the IT department.**

### Restrictions - Technology Use

The following are restrictions on the use of technology through school systems, on school property, at any school-sponsored event or in connection with school-related work, even if conducted at home.

Members of the P.K. Yonge D.R.S. community **MAY NOT:**

- Use any technological device for accessing, uploading, downloading, transmitting, displaying, or distributing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, images, or other content at any time.
- Modify, damage, or compromise any technological device, computer system, or network.
- Attempt to gain unauthorized access to technological devices, network systems, the Internet, or the work of others.
- Use any type of computer hacking software, pirated software, or P2P (peer to peer) file sharing software.
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- Set up a network server or wireless access point and/or providing network services.
- Transmit any personal information, yours or that of others, on the Internet, network, or technological device.
- Take unauthorized photos, videos, or other recordings of members of the community.
- Engage in unauthorized transmission of photos, videos, or other recordings of others on the Internet, network, or other technological device.
- Access auction sites, gambling sites, or any other inappropriate sites as determined by the administration.
- Access online games that are not related to the curriculum unless approved by a teacher.
- Use the Internet or any technological device in class without permission and/or supervision by a staff/faculty member.
- Violate copyright, engage in plagiarism, or trespass in another person’s accounts, folders, work, or files on all technological devices.
- Violate local, state, or federal statutes.

Consequences – Technology Use

Consequences for violating the above mentioned rules may include, but not be limited to:
- Verbal warnings
- Detention
- Suspension of technology/computer privileges
- School suspension
- Separation (expulsion) from P.K. Yonge D.R.S.

Any abuse of the Acceptable Use Policy for Educational Technology may be considered a disciplinary violation and/or violation of P.K. Yonge’s Code of Conduct.

Disclaimer:

P.K. Yonge D.R.S. does not have control of the information on the Internet or incoming e-mail, and although an Internet filter is utilized across the campus, it does not always prevent users from accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening,
Educational Technology – Acceptable Use Policy

racially offensive, illegal, or otherwise inconsistent with the mission of P.K Yonge Developmental Research School.

As P.K. Yonge’s intent is to make Internet access available for educational goals and objectives, all members of the P.K. Yonge D.R.S. community must obey the Acceptable Use Policy for Educational Technology outlined above. In addition, the school reserves the right to view all communications generated on school systems, on school property, or at any school-sponsored event. This policy expressly applies to students’ personal electronic devices and P.K. Yonge D.R.S. email accounts. P.K. Yonge D.R.S is not responsible for any personal technological devices brought on campus, any loss of data due to faulty connections, or equipment failure.

Acceptable Network and Internet Uses

Network and Internet use at P.K. Yonge D.R.S is intended to support research and education. Its use is to be consistent with P.K. Yonge’s Code of Conduct and the educational objectives of the school. Use of the school’s network and the Internet from any technological device (school-issued or personal) may be monitored by school officials.

All members of the P.K. Yonge D.R.S. community will:

• Be polite in all communications using technological devices. This includes using appropriate language at all times. Vulgar, abusive, obscene, threatening, discriminatory, disrespectful or harassing language, as defined by the administration, will not be tolerated.
• Be responsible for all uses of their network accounts (i.e. server, e-mail, blog, etc.)
• Use the network for educational and administrative purposes at all times.
• Use the network to store school-related files only. The network may not be used to store personal photos, music, video, or game files.
• Use the P.K. Yonge D.R.S. email accounts for school-related communications only.
• Adhere to all copyright laws and fair use of information policies.
• Notify a teacher or administrator if it is suspected that someone else knows your password or might be using your account.
• Report the discovery of another person’s password to a teacher or administrator immediately.

Unacceptable uses of network resources and Internet include, but are not limited to:

• Accessing, submitting, posting, publishing, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, disrespectful, sexually explicit or illegal material.
• Accessing the data or account of another user.
• Erasing, renaming, moving, or making unusable anyone else’s files, equipment, or programs.
• Altering files of another user is considered vandalism.
• Authorizing anyone else to use your account name(s) or files for any reason.
• Conducting any illegal activities that utilize network resources.
• Accessing resources for gambling, gaming, shopping, trading, etc.
• Using network resources for any commercial purposes, private advertising, or personal hobbies, specifically, but not limited to: web hosting, game server, chat rooms, etc.
• Downloading copyrighted material for other than legal personal use.
• Posting pictures, videos, or other recordings of another person.
• Posting material authored or created by another without his/her consent.
• Constructing, owning, or contributing to a web site that negatively affects the name of the school or any of its students, faculty, staff or administration.
• Accessing of anonymous web surfing and proxy web browsers.
• Installing or running any software on the P.K. Yonge D.R.S. network without authorization by the network administrator(s).

Electronic Communication

Electronic communication is the exchange of electronic messages and computer files between computers and/or other electronic devices that are connected to the Internet or some other computer network. This includes, but is not limited to, e-mail, texting, iChat, and instant messaging systems.

General Electronic Communication Guidelines:

Sending and receiving electronic communications related to or in support of illegal activities are prohibited and must be reported to appropriate system administrators.

Recognize that e-mail is not guaranteed to be private. Network administrators have access to all mail. The inspection by system administrators may be done without the consent of the sender or identified recipient.

Discussing confidential or sensitive information through electronic communication is prohibited except to counselors, administrators or teachers.

Using appropriate language -- disrespectful, obscene, or inflammatory language, ethnic or racial slurs, and bullying are prohibited.
Revealing, publicizing, using or reproducing confidential or proprietary information regarding the P.K. Yonge D.R.S. community is prohibited.

Transmitting inappropriate pictures, videos or other types of electronic media or software is prohibited.

Using your P.K. Yonge D.R.S. e-mail for commercial purposes is prohibited.

Sending unsolicited junk mail, chain letters, jokes, advertisements, and messages relating to political lobbying is prohibited.

Sending electronic communications representing you as another person is prohibited.

Sending electronic communications anonymously is prohibited.

Sending electronic communications that are inconsistent with P.K. Yonge’s Code of Conduct is prohibited.

Opening unknown e-mails or e-mail attachments could compromise the school’s network and should be avoided.

**Web Publishing**

Web publishing includes any content that is posted on the Internet to include but not necessarily be limited to web sites, blogs, wikis, microblogs, instant messaging programs, podcasts, VoiceThreads, photo storage sites, and social networking sites. Anything that is placed on the web for public or P.K. Yonge D.R.S. community consumption falls under these guidelines. Any Internet posting will be for educational, non-commercial use and all postings must have prior approval from teachers or system administrators.

All members of the P.K. Yonge D.R.S. community will:

- Think before posting anything. Content published on the Web is permanent.
- Act safely by keeping personal information out of posts. Students will not post or give out family names, passwords, user names, e-mail addresses, home addresses, phone numbers, school name, city, country or other information that could help someone locate or contact the student in person. Students may share interests, ideas, and preferences.
• Never log in as another member of the P.K. Yonge D.R.S. community.
• Treat the space as a classroom space. Speech that is inappropriate for class is not appropriate on the Web. Students are encouraged to engage in debate and conversations with others; however, they will conduct themselves in a manner reflective of a representative of P.K. Yonge Developmental Research School. Comments of any kind will be thoughtful and respectful.
• Use Web publishing tools as a forum for expression. However, it is first and foremost a tool for learning, and as such will sometimes be constrained by the various requirements and rules of classroom teachers. Students are welcome to post on any school-appropriate subject.
• Use Web publishing tools as a vehicle for sharing creative expression with real audiences. Most visitors who comment will leave respectful, helpful messages. Students who receive uncomfortable or disrespectful comments will tell a teacher right away. Students will not respond to the comment.
• Never construct, own, or contribute to a web site that negatively affects the name of the school or any of its students, faculty, staff or administration.
• Follow copyright laws and fair use** practices. Words, photographs, music, video, and all intellectual property belong to the creator and are protected by copyright. Students will never post the work of others without providing proper citation.
• Follow these guidelines for all school related work, even if conducted at home. It is expected that the student will use the same standards of behavior when using the Web for personal purposes.

**Copyright and Fair Use Guidelines maybe found at:
• http://libguides.uflib.ufl.edu/copyright
• http://copyright.columbia.edu/copyright/fair-use
• http://www.utsystem.edu/ogc/intellectualproperty/ccmcmguid.htm

All members of the P.K. Yonge D.R.S. community will:

• Properly document all ideas, insights, materials, and images obtained through research. Ideas and information are the property of the creator. Using another person’s ideas without permission is theft. Plagiarism is taking the ideas or writings of others and presenting them as your own.
• Follow all copyright rules and regulations. Copyright infringement occurs when one reproduces or copies works that are protected by copyright. All material on the Internet is considered copyrighted unless otherwise stated.
• Use the Fair Use Guidelines for Educational Multimedia
  (http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm) when completing
  papers, multimedia presentations, or other school projects.
• Document the use of any image found on the Internet by a URL or citation.
• Follow any additional copyright and fair use policies outlined in the divisional handbooks.
• Use legal software. Users shall not install illegally copied software on any technological
device. The use of illegally copied software is considered a criminal offense.
• Use of any type of computer hacking software, pirated software, or P2P (peer to peer) file
  sharing software is prohibited.

Cell Phones and Other Electronic Devices

• Cell phones and/or electronic devices include but are not limited to CD players, iPods or
  MP3 players, iTouch or other web browsing devices, and hand-held Gameboys/PSPs.

For students, the use of cell phones and other electronic devices:

• May only occur during times designated by each division. At all other times cell phones
  and/or electronic devices shall be kept out of sight and turned off.
• Will be subject to all guidelines outlined in the P.K. Yonge D.R.S. Acceptable Use Policy when
  used on campus or at any school-sponsored event.
• Are prohibited in the library, locker rooms, bathrooms and all other locations on campus
  during school hours at all times.
• May be allowed for educational purposes and at a teacher's discretion.

Parents are requested to refrain from calling or texting their child during the school day. Messages
may be given to students through contact with the appropriate division office.
Electronic items that are seen, heard, or used during school hours in non-designated areas shall be
confiscated, and made available through parent pick-up or approved emergencies.