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Acceptable Use Policy for Educational Technology and Devices

Purpose

Sarasota Academy of the Arts (SAA) provides information technology resources with a firm belief that the educational advantages outweigh the potential for misuse. In return, SAA expects our students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools, resources, and communication and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

General Guidelines

- 1) The use of technology is a privilege, not a right.
- 2) The use of technology may only be for purposes related to schoolwork. SAA technology may not be used for personal, commercial or political purposes.
- 3) No one other than technology administrators and teachers are allowed to add or remove software. This includes, but is not limited to applications, games or other types of software programs.
- 4) Food and drink is not allowed in Technology Labs and should not be kept or consumed around electronic devices in other parts of the campus.
- 5) Users are not allowed to play computer or other technology-based games unless directed by a faculty member for educational use.
- 6) Users are not permitted to alter any computer settings unless directed by a technology staff member.
- 7) E-mail is provided for educational-related purposes only and should not be used for personal reasons.
- 8) Supplies such as printer paper, ink, toner and other consumables should be used responsibly and sparingly.

Your Rights and Responsibilities

- 1) All technology errors, suspicious activity, or damages must be reported to a faculty member as soon as it occurs.
- 2) At no point should a user attempt to access, alter, or otherwise tamper with system files, network files, or files belonging to or assigned to another user.
- 3) Users should only use the access accounts and passwords which have been provided to them by SAA. Users should never use another person's account access or password.
- 4) In most cases users are allowed to select and change their own passwords. Passwords should never be shared with or used by other users. When selecting a password, users should choose something easy to

remember but not easy for others to guess. Information on choosing the most secure passwords is available from SAA.

- 5) Users must alert the technology staff and change their password at the slightest indication that their password has been compromised.
- 6) Users should never reveal telephone numbers, addresses, passwords or other forms of personal information about themselves or others online or via email.
- 7) Any and all Code of Conduct, Honor Code, and other regulations shall apply to technology as they do to other forms of interaction.
- 8) It shall be considered a violation of this policy if users engage in any illegal act, harass, engage in cyber bullying, or threaten the safety or well-being of any person. This rule applies to students on or off campus.
- 9) It shall be considered a violation of this policy if users create, display, or transmit obscene, libelous, derogatory, or threatening messages or materials. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages, including but not limited to a user's own web page, Facebook, YouTube, or similar sites.
- 10) In the interest of safety for our school community and in maintaining ethical standards, SAA reserves the right to review and examine laptops or other digital devices including but not limited to media players or cell phones at any time while you are on campus, whether that device is owned by you or the School. This review can occur randomly.

Limitation of School Liability

- 1) While many precautions have been instituted, SAA makes no assurances that users will not encounter objectionable material while working on the Internet. Should a user encounter such material he/she should navigate away from the site and immediately alert a technology staff member.
- 2) SAA provides no expectation of privacy on the part of the user. SAA administrators may authorize technology reviews including real-time or historical reviews of a user's computer activity, email, web history, stored files or other resources.
- 3) Do not assume that e-mail is private. Technology administrators have full access to all incoming and outgoing e-mail. Messages in relation to or in support of illegal activities may be reported to the authorities.
- 4) SAA will not be responsible for any charges related to fees for service access to on-line resources without prior written approval.
- 5) SAA makes no warranties of any kind, either expressed or implied, for the technology service or equipment it is providing. SAA will not be responsible for any damages suffered. This includes but is not limited to loss of data.

ACKNOWLEDGEMENT PAGE

for Acceptable Use Policy for Educational Technology Please sign and return to Sarasota Academy of the Arts

Violating any portion of this signed agreement may result in disciplinary review and consequences. The School reserves the right to restrict, suspend, or terminate student access to SAA information technology resources. If a student's access is restricted, suspended, or terminated, the student is still responsible for completing all work as assigned by the teacher. Additional consequences may include, but are not limited to, detention, suspension, or expulsion from SAA, and/or legal action.

Student

I understand and will abide by the Acceptable Use of Technology Agreement. I understand that any violation of the agreement may result in loss of privileges and school disciplinary action.

Name _____ **Grade** _____

Signature _____ **Date** _____

Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use of Technology Agreement. I understand that my child's access is designed for educational purposes only. I recognize it is impossible for SAA to restrict access to all controversial or offensive materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision, if any, when my child's use is not in a school setting. I have read and understand the information in this agreement and hereby give my permission for my child to use the internet for classroom curriculum projects.

Name _____

Signature _____ **Date** _____