John T. Morgan Academy
Technology Acceptable Use Policy

Morgan Academy is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. Morgan Academy provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication, collaboration and innovation. All network access is expected to support education and research and to be consistent with the educational goals of Morgan Academy. The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will result in disciplinary action. The Technology Acceptable Use Policy is designed to give students and their family clear and concise guidelines regarding the appropriate use of iPads and other computers on Morgan Academy campus. The under lying premise of this policy is that all members of the Morgan Academy community must uphold the values of honesty and integrity; thus, we expect our students to use good judgement and to utilize technology with integrity.

Acceptance of Policy
The Technology Acceptable Use Policy falls under the guidelines outlined in the Morgan Academy Parent-Student Handbook. The acceptance of the Acceptable Use Policy (AUP) is indicated in the signing of Handbook Acceptance Letter that is signed by both the student and parent/guardian, which indicated that both parties have read and understand the policies regarding technology set forth by Morgan Academy. Failure to sign the policy will result in loss of privileges.

Purview of Technology Policies
Technology devices include but are not limited to desktop computers, laptops, tablets, digital cameras/video recorders, and cell phones. Printers, scanners, calculators, hardware/software, and technology infrastructure (e.g., wired and wireless) access to school network, server(s), whether owned, leased, or loaned to Morgan Academy.

Acceptable Use Policies also apply to any online services provided directly or indirectly for student use including, but not limited to the following: students' email, drive, and calendar (Google Apps for Education); Student Information Systems such as PowerSchool and Schoology; online-based educational tools such as anti-plagiarism software, and online database subscriptions.

Expectations of School Issued iPad Usage
- All iPads must not be left unattended at any time. If an iPad is found to be unattended, it will be turned into the administration.
- All iPads are to remain in school issued cases at all times with no stickers applied to them or defaced in any way. If it has a Morgan Academy Bar Code, it must not be removed.
- All iPads must be brought to school/class daily fully charged. Students will not be allowed to charge iPads in classrooms during the day. There are not enough electrical outlets to accommodate this.
- All iPads are expected to be passcode protected. The passcode is not to be shared with others.
- All iPads must use the iCloud feature Find My iPad.

- All iPad usage in the classroom is determined by the teacher.
- Apps and textbooks must be downloaded off campus.
- Students in grades 7-12 MUST be careful to not damage the iPad, the keyboard case, and the charger!
- Students should not write on, place stickers on, or intentionally damage these cases!
- Do not buy another charger from stores or Amazon. They must be purchased through the school from Apple!

iPad Warranty, Loss, and Theft Policy

Accidental damage to the iPad is covered under the terms Morgan's insurance which covers two instances of accidental damage per school year. Any instance of damage beyond that will require the payment of repair or replacement. The repair/replacement fees are the responsibility of the student to whom the device was issued. Loss and theft are not covered by Morgan Academy. In case of loss or theft, the student is responsible for the full replacement value of the iPad. **In grades 7-12, please be aware that if your student damages their iPad (even a cracked screen), there are no replacement iPads to issue. Your student will be without a device until their device can be repaired. Morgan Academy has no control over shipping and replacement times. Morgan will make every effort on our part to expedite the process. ALL cracks, loss of device, or other problems must be reported to Mrs. Swindle as soon as possible. We cannot ping (look for the device) if it is dead. If it is lost, it is imperative that it is reported as soon as possible. Replacement values will be at current price at the time.**

Current replacement costs (as of August 8, 2022)

- iPad: $500.00
- Cover: $140.00
- Charger: $40.00

Unacceptable Usage of Technology

The inappropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyrights
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without original author's consent
- Posting anonymous messages
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and /or symbols that tend to degrade or offend others
- Chain letters are prohibited
- No Blogging unless for academic purposes
- Participation in chat rooms during school hours is prohibited except as part of an assigned in-class assignment

- Any activity that interferes with the operation of any computer system (e.g. jailbreaking)
- Any activity that damages any equipment or programs-restitution will be required if this occurs
- Uses that violate any of the Conduct and Discipline Policies outlined in the Parent-Student Handbook including, but not limited to plagiarism, cheating, bullying, hazing, and harassment.

Audio and Video

Audio on computers should be turned off unless required as a part of an assigned, in-class activity. When sound is needed, student-provided headphones must be used. The use of iPad to watch movies and videos, unless assigned by a teacher is not permitted during the day. Any audio or video recording may only be done with the prior permission of all parties being recorded. Sharing and listening of music over the school network is strictly prohibited. These iPads are not designed for watching movies or TV at school.

Games

Students may not view and /or play electronic games of any kind during school hours except as part of an assigned, in-class activity. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or "played" on school-owned devices. The school reserves the right to remove any application from a school-owned device that is considered inappropriate or impedes the educational purpose.

Consequences for Violation of Technology Policies

The violation of technology policies and any usage deemed unacceptable by either administration, faculty, and /or technology directors can result in loss of privileges. Violations of these policies and the resulting loss of privileges may correspond with disciplinary actions outlined in the Parent-Student Handbook.

Note: Revoked privileges may result in academic failure if assignments require the use of the school technology.

Privacy Policy

Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to Internet usage, the creation and/or distribution of messages or content via student email system, and /or the creation of information within technology tools that fall under the purview of Morgan Academy technology devices.

Morgan Academy may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

Student Email Acceptable Use Policy

Student email accounts issued by Morgan Academy are expected to be used strictly in an academic manner; usage must by responsible, legal, and ethical. The Student Email Acceptable Use Policy falls directly under and is encompassed by the Morgan Academy Technology Acceptable Use Policy.

School Usage of Email

Student email accounts established by Morgan Academy should be considered an official means of communication between students and teachers. Students will be expected to use their official student email for communication with teachers instead of personal email accounts.

Student email accounts grant students access to a variety of resources including, but not limited to the services provided through Google Apps for Education: Google Mail, Calendar, and Drive, which includes the online creation and storage of documents, spreadsheets, and presentations.

Expectation of Student Usage

Morgan Academy expects all students to check their email on a frequent and consistent basis. Some emails may be time critical, and unchecked email will not be considered an acceptable excuse.

- Student email should only be used for emailing Morgan Academy staff and when assigned other Morgan Academy students.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to rules within the Parent-Student handbook.
- Students should use polite, appropriate language.
- Any messages deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and turned over to the office. There will be filters in place that can redirect this type of message to administrators.
- User name and passwords should not be shared by students.
- User name and passwords will be made available to parents upon requests.

By signing the form, you agree to the terms of the Technology Acceptable Use Policy, which include the financial responsibility of any damaged or lost items including, but not limited to the following iPads, iPad cases, cables, and USB power adapters. This also includes the Social Media Acceptable Use Policy.

Social Media Acceptable Use Policy

SOCIAL MEDIA

Interactions on social media can profoundly affect our students, faculty and staff, and school community. Social media dialogues and posts can also impact the reputation of Morgan Academy. Students, staff, and parents are encouraged to use social media responsibly and in a positive manner. The use of any form of social media at any time in a manner that reflects negatively on Morgan Academy, its students, or its faculty or staff is absolutely prohibited.

To this end, Morgan Academy has a comprehensive social media policy to which students, staff, and the Morgan Academy community must adhere. The Social Media policy is set forth in its entirety on the Morgan Academy website. All students and parents are required to review the policy and acknowledge in writing that they have read and understood said policy. Students must also follow the Morgan Academy Code of Conduct and policies and procedures set forth in this handbook when using social media.

All forms of social media contact via Morgan Academy computers and/or iPads by students, faculty, or staff is strictly prohibited. Further, the use of personal electronic equipment for social media contact by students, faculty, and staff **during school hours** is also strictly prohibited.

For purposes of the social media policy, "social media" means any facility for online publication and commentary, including but not limited to: websites, blogs, wikis, social networking sites such as Facebook, Linkedin, Twitter, Flickr, Snapchat, Instagram, TikTok, and YouTube.