



# Responsible Technology Usage Requirements

## Overview

Technology is becoming an increasingly valuable asset to education, especially with Primacy's transition to the use of the iPad and digital textbooks. Because Primacy strives to make valuable educational resources accessible to its students, in addition to the landline Internet provided in our two computer labs, we will begin providing wireless Internet to students in all classrooms and throughout the school's campus. This service is provided for educational and productive learning activities. Having the ability to use this technology in the classroom and at school provides a much broader opportunity to access the extensive databank of information available to students.

While many websites provide educational opportunities and resources, many do not. Primacy's intention is to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. The school also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. As an American school, Primacy strives to comply with the American federal guidelines established in the Children's Internet Protection Act ([www.ifea.net/cipa.html](http://www.ifea.net/cipa.html)).

## Digital Citizen

Primacy Collegiate Academy Students should use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self.** Users will select online names that are appropriate and will consider what kind of personal information and images are posted online.
- Respects Others.** Users will refrain from using technologies to bully, tease or harass other people.
- Protects One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property.** Users will request to use the software and media others produce.

## Expectations

Use of the Primacy's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage (including Primacy-issued email accounts) and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications to insure that users are using the system appropriately and according to school policies. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files and can be accessed by designated school staff.

Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but this should not be considered a complete list.

- Use of electronic devices on school campus should be consistent with the Primacy's educational objectives, mission and curriculum.
- Transmission of any material in violation of any government laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of personal devices and/or Primacy computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval from the IT Director.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on school-managed networks are the property of Primacy and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers, and staff may monitor these materials to ensure compliance with content standards.

## PRIMACY Email

All students will receive their own individual Primacy-specific email account. This account should be used for all school-related communication. This email account should also be attached to the iTunes account that will be used for syncing each student's iPad.

## Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. Primacy may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

## iPad Usage Expectations

- Students are **REQUIRED** to bring their iPad to school each day, with a fully charged battery. Because most of Primacy's educational activities will involve the iPad, any student who fails to bring their iPad to school will be asked to leave school until they can return with it. All classes missed for this reason will be considered unexcused absences.
- An otherwise functional iPad with a dead battery is not an excuse for late or missing work.
- The iPad volume must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Accidental loss/deletion of a document is not an excuse for late or missing work.
- Students should use cloud-based (internet-based) storage options (such as Sugarsync, Dropbox, and Google Docs) as well as storage on a physical device in order to have access important documents in a variety of locations.
- Students will have access to wireless internet provided by The Primacy Collegiate Academy. Internet usage on school campus should be for educational purposes and within the guidelines of the Primacy Internet Usage Policy. Using non-school wireless connections and 3G networks at unapproved times with the goal of accessing school-banned sites is not permitted. This may result in disciplinary action as well as the confiscation of SIM cards/3G network cards and confiscation of network transmitting cell phones. (These card will be held for a minimum of one week and only returned after notification to student's parents)

- To avoid loss, theft, or damage, keep your iPad in your possession all the time. You are responsible for replacing your device in order to continue attending classes.
- Consider setting up the free service “Find My iPad” to be able to locate your device if lost or stolen (see this link for more details and instructions: <http://tinyurl.com/3rvtuom>).
- Remember:
  - Keep personal information about yourself or others off the iPad.
  - Keep all passwords to yourself.
  - You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them. Consider password protecting your device so that only you has access to your device.
  - Do NOT loan your iPad to anyone.
  - Notify a teacher immediately if you suspect problems with your iPad, including breach of security.
  - Label or personalize your device in a ways that’s easily distinguishable.

Thank you for your understanding and cooperation in this matter.

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## Signature Form

Please complete the blanks below to indicate you understand and agree to follow the Responsible Technology Usage Requirements.

Student’s Name: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primacy School Year: \_\_\_\_\_ (Example: 2014-2015)



### 概述

科技在教育的應用上所扮演的角色已經越來越重要，尤其是 Primacy 將要使用 iPad 和電子教科書。Primacy 為了讓學生能夠更方便地使用教育資源，除了現有兩間電腦教室的有線網路，我們將在所有的教室，甚至整個校園裡，提供無線上網的環境。學校提供無線上網的目的無非是希望創造一個有效率的教育學習環境，提供學生們有更寬廣的機會，接觸並獲得更多、更大量的資訊。

有許多的網站提供教育的機會和資源，相對的也有很多網站充斥著有害的資訊。Primacy 計畫推廣最有效率、安全、效益的教學方法來使用網路資訊。學校同時也投注許多心力保護學生遠離網路上有害或色情的訊息。身為一個美國學校，Primacy 謹慎遵守美國聯邦指導方針中的兒童網路保護法。[www.ifea.net/cipa.html](http://www.ifea.net/cipa.html)

### 數位市民

Primacy 的學生應該安全、合法、負責任地使用資訊。

一個負責任的數位市民應該是：

- 尊重自己：慎選合宜的使用者名稱，慎選公佈在網路上的個人資料和影像。
- 尊重他人：禁止使用網路科技進行霸凌、嘲弄或騷擾他人。
- 保護自己及他人：為了保護自己和他人，學生如有碰到網路騷擾或辱罵的情形，應該報告學校，請勿轉寄不適當的資料或網路對話。
- 尊重智慧財產權：學生應該適當地引用網路上的資料、書籍、數位資訊...等。
- 保護智慧財產權：在使用他人的軟體和影音多媒體前，必須先取得授權。

### 對使用者的期望

學生使用 Primacy 的科技資源，必須符合道德規範、尊重他人、學術誠實的原則，同時支持學校成立的宗旨。每位使用者都有責任尊重網域內和網路上的使用者。數位資料的儲存空間(包括 Primacy 的學生 email 帳號)以及和學校相關的電子設備，都將視為是實體學校的一部分。學校的行政人員或其指定的人員可以檢視學生的檔案以及對話的內容，以確保學生正確使用科技資源，沒有違反學校的相關政策。因此學生應該了解在學校的網路伺服器或硬碟中

儲存的檔案並非是隱私的，而且學校相關人員有權調閱學校伺服器上所儲存的個人網路瀏覽記錄。

我們期望學生遵守網路禮儀。以下的指導方針是為闡明對學生的期望，並非是全部的規定內容。

- 在校園內使用電子產品要符合 Primacy 的教育目標、使命和課程的目的。
- 任何違反政府法令的資料傳播是嚴格禁止的。項目包含但不限於著作權資料、需授權的資料、以及具有威脅性或猥褻的資料。
- 不論是無意或有意的，學校嚴厲禁止學生使用個人電子產品或 Primacy 的電腦網路資源存取或修改情色圖文、或是會危害學校網路正直性的檔案。
- 學生如需要在學校設備安裝、下載軟體或服務，必須事先經過學校電腦資訊部門負責人的許可。
- 學生如果惡意或故意對網路軟體、資料、使用者帳戶、硬體造成損害或未經許可的支出，對其所產生的損害費用必須負全部責任。
- 儲存在學校網路管理中的檔案屬於學校的財產，學校會隨時檢查，其資料不是隱密的。
- 電子刊物所刊載的資訊必須符合教育的目的。學校的教職員可以察看這些電子刊物，以確定其內容符合學校規定。

## Primacy 電子郵件

所有的學生都有個人的 Primacy 電子郵件帳號。學生應透過這個帳號做所有學校及課業相關的溝通聯繫。同時請將這個電子郵件設定為用來同步 iPad 的 iTunes 的電子郵件。

## 違反政策

學校保留學生是否能上網的權利。任何人違反學校科技資源的使用規定將會受到紀律處分，包括暫時或永久不可使用電腦或上網、留校查看或停學、甚至是法律上的處分。Primacy 會和執法人員合作，共同調查學校網際網路上非法的活動。

## iPad 的使用規定

- 學生**必須**每天攜帶 iPad 到學校上課，請注意電池必須是飽滿的狀態。因為 Primacy 大部分的課業活動都和 iPad 有關，學生如果沒有帶 iPad 來學校，會被要求離開學校，直到帶 iPad 才能進學校上課。因為回家拿 iPad 而缺課者，其缺課將視為曠課。
- iPad 沒有電，不能當作遲交功課或缺交功課的理由。
- 請將 iPad 設定為靜音。因教學的需要而獲得老師的許可，則不在此限。
- 不小心遺失或刪除檔案不能當作遲交功課或缺交功課的理由。
- 除了在實體的 iPad 上存檔，學生應使用雲端儲存 Cloud-based (線上儲存 internet-based) 的線上儲存服務(例如：Sugarsync, Dropbox, and Google Docs)，以便在不同的地點存取重要的資料。

- 學生可以使用 Primacy 所提供無線網路。在校園內使用網路必須符合教育的目的和 Primacy 的網路使用政策。學校禁止學生在不允許的時間內，使用非學校提供的無線網路或 3G 網路，瀏覽學校禁止進入的網站。違反學校的規定會導致紀律懲罰，同時沒收 SIM 卡和 3G 網路卡及上網手機。(學校會沒收卡片至少一個星期，在通知家長後才會還給學生)
  
- 為了避免遺失、被偷、或損毀，請隨時看顧好你的 iPad。同時因為上課的需要，學生有責任更換其 iPad 損壞的零件。
- 為了避免 iPad 遺失、被偷，建議設定「免費尋找我的 iPad」功能，以便尋找遺失的 iPad。  
(詳細的設定步驟，請參閱下列網址 <http://tinyurl.com/3rvtuom>)
- 請記住：
  - 請勿在 iPad 中存放個人或他人的基本資料
  - 請勿將密碼告知他人
  - 請對自己的個人帳號負責。請採取必要的預防措施，防止他人盜用你的帳號。請開啟「密碼鎖定」功能，來保護你的資料。
  - **請勿**將你的 iPad 借給他人使用。
  - 如果發現 iPad 有問題，包括資料安全性的問題，資料被盜竊，請立即告知師長。
  - 請在 iPad 上貼上標籤或客制化外觀以方便辨識。

感謝您的支持和合作

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## 同 意 書

請填妥下方的表格，表示你已經看過並同意遵守校園網路使用的責任與要求。

學生姓名：\_\_\_\_\_

學生簽名：\_\_\_\_\_ 日期：\_\_\_\_\_

家長/監護人簽名：\_\_\_\_\_ 日期：\_\_\_\_\_

Primacy 學年度：\_\_\_\_\_ (範例：2014-2015)