2023-2024 Banner School Internet, Social Media, Network & Device Usage Policies

General Internet Use & Social Media Guidance

Education today requires and relies on both computing resources and access to the excellent educational and research opportunities provided by the Internet. The Banner School takes the use of these modern tools responsibly and with caution and care.

Throughout the academic year, The Banner School will educate students and parents about acceptable and appropriate use and about resources to help academic success while providing age-appropriate limits. We look to the relationship with our parents/guardians as a partnership.

Talk to your children about values and standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work. Ensure that siblings and other family members are not using the assigned Chromebook for personal use.

The Banner School promotes the following guidelines to our students for responsible, civil, safe Internet and social media use:

1. Be aware of what you post online: websites and social media venues are very public and every post leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, it is True, Helpful, Inspiring, Necessary, Kind?)

2. Follow the school's Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is also inappropriate online.

3. Be safe online; never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

4. Link to websites to support your thoughts and ideas. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

5. Do your own work; do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts (plagiarism). It is good practice to hyperlink to your sources.

6. Be aware that pictures and music may also be protected under copyright laws; verify that you have permission to use the image.

7. How you represent yourself online is an extension of yourself. Represent yourself well, and never use someone else's identity.

8. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

School Network Use

The purpose of this section is to define and describe the school's acceptable use policy for The Banner School network resources by students, board members, and staff.

1. The Banner School's network must be used in support of education and/or research, or for legitimate school business. Use of the network is a privilege, not a right. Any communication or material used on the network, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials or technical administrators.

2. Chromebooks and computers will have Internet access through The Banner School network. The firewall will block Internet access for devices that seek access to: (1) Pornography, (2) Obscenity and, (3) Other material the school deems to be harmful or otherwise inappropriate to juveniles. The firewall is actively maintained and will be updated as needed.

3. Users are strictly prohibited from using the school's network resources to: (1) Engage in activities prohibited by federal, state, or local law, ordinance, or regulation, including unauthorized access and/or hacking or engage in harassment (cyber bullying) by computer or technology-based devices; and/or (2) Disclose, use, or disseminate personal information regarding minors, except as is authorized by law or by consent. (3) Sending, receiving, viewing, or downloading illegal material via the Internet. (4) Facilitate illegal or unauthorized activity, political lobbying, product advertisement, commercial, and for profit purposes. (5) Copy, download, or tamper with software files including freeware or adware.

4. Use of the school's network shall be consistent with our educational mission and administrative function as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All network users shall recognize and respect the intellectual property of others and adhere to Federal copyright laws and vendor licensing agreements. Appropriate use expectations include, but are not limited to: email, instant messaging, chat rooms, attachments, Blogs, discussion boards, Wikis, web pages, and other electronic and online resources. At all times users are expected to communicate without use of profanity or offensive or inflammatory language.

5. Users must respect the integrity of the Banner School network: (1) Use of the school's resources to "hack" or gain unauthorized access to other accounts, computers, networks, or information systems is prohibited, (2) Users must not tamper or alter the system in such a way that would disrupt the network. In no circumstance shall network users vandalize, damage hardware, electronic systems, networks or firewall(s).

6. All suspected computer viruses and other problems must immediately be reported so that action can be taken and damage minimized for the good of the Banner School community.

7. Failure of any student, teacher, administrator or other employee of the division to follow the terms of the Acceptable Use Agreement, this policy or accompanying regulation may result in loss of network privileges, disciplinary action, and/or appropriate legal action.

Mobile Device Use

This section provides teachers, students, parents/guardians guidelines and instructions for the appropriate use of mobile devices during school hours. Mobile devices include smartphones, tablets, smart watches, e-readers, and handheld gaming consoles. The Mobile Device Use Policy also applies to students during school excursions and extra-curricular activities.

Parents/guardians should be aware if their child takes a mobile device to school and are responsible for ensuring acceptable use. Any student with a mobile device in their possession at school is required to abide by the guidelines outlined in this document.

1. Mobile devices will be collected in homeroom each morning by the homeroom teacher and will be returned at the end of the school day. Exceptions will be permitted only in lessons where the teacher wishes to use mobile technology for an educational purpose.

2. The Banner School accepts no responsibility for either loss or damage to any mobile device while students are at school site or on a school sponsored field trip. It is recommended that, if brought to school, the device is clearly identifiable, as with all possessions brought to school.

3. Parents/guardians should not contact their child during the school day through their mobile phone. In cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4. Students who become ill during the day must not use their mobile device to contact parents/guardians. School policy is to inform their teacher who will contact the Front Office. Parents will be immediately notified.

5. Mobile devices should not under any circumstance be taken into examination, as this is a breach of examination rules and could lead to disciplinary action including failure of an exam.

6. Under no circumstances are students allowed to use their mobile device to take photographs, videos or any type of recording on school property. Photographing other students is prohibited.

7. Bullying is treated seriously by the school and any bullying via phone calls, messages, photographs, or social media on any mobile device will be dealt with in accordance with the school's anti-bullying policy located in the Parent/Student Handbook.

8. In the event a student does not adhere to the Mobile Device use policy, they will be required to turn in their mobile device. Parents will be notified and can retrieve the phone/device from the Front Office at dismissal. Repeated abuse of policy may result in the student losing the privilege of having their device on campus.

9. Refusal to comply with a request from a member of staff is a serious breach of the school's behavior policy and will be treated accordingly. Refusal by a student to relinquish their mobile device when asked to do so by a staff member will result in confiscation of the phone/device. Parents will be notified and can retrieve their student's phone/device from the Front Office at dismissal. Repeated abuse of this policy will result in the student losing the privilege of having their mobile phone/device on campus.

Use of Devices for Classroom Instruction

The Banner School is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop the resource sharing, innovation, communication skills, and tools that are essential to both life and work in the 21st Century.

We are a BYOD (Bring Your Own Device) school, which means that your student should bring a laptop or Chromebook to school each day, as required for grade-appropriate instruction.

These devices are intended for use in the classroom setting, during school. In addition to teacher expectations for laptop/device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their laptop or Chromebook to all classes as necessary, unless instructed otherwise.

Daily Use & Security

- Use device in a responsible and ethical manner. Details are provided in The Banner School Network Use Policy (updated 2021)
- Students are responsible for keeping their device's battery charged for school each day.
- Passwords are to be used and not shared with others.
- Screens are to be locked when not in use.
- Devices must never be left in an unsupervised area. When students are not using their Chromebooks/laptops, they should be stored in their lockers/desks as applicable.
- The Banner School is not responsible for any loss, theft or damage relating to student's personal items, including electronic devices.

Network Connections

- The Banner School will provide onsite, wireless access to the Internet, online course Material, as well as internet access filtering and blocking of inappropriate materials.
- The school will provide staff the guidance needed to aid students in doing any online activities or research during classroom instruction, and will help to ensure student compliance of The Banner School Network Use Policy.
- The school cannot guarantee that the network will be up and running 100% of the time. In the event the network is down students will not be penalized for incomplete assignments.
- Printing will not be available inside the school. The nature of the use of individual devices minimizes the need to print.

Use of Loaner Devices

- Students who leave their device at home are responsible for getting the course work completed as if they had their device present.
- Loaner Chromebooks or other electronic devices may be available for use in such instances; however availability cannot be guaranteed and should not be counted on.
- Loaner Devices are not available for overnight use and may not be removed from The Banner School premises at any time.
- In the event a student would like to request a loaner they should inform their teacher upon arriving at school that morning.

Middle School Device Requirements and Use

For Middle School students, tablets, and iPads are not considered sufficient devices for daily instructional use, as they will not fit your students' academic needs. Students should be prepared for class each day with a laptop or Chromebook device they have brought with them to school.

Please note that in accordance with the mobile device policy, all cell phones, tablets, iPads and similar devices are to be switched off and stored away while on school premises throughout the school day. These mobile devices are not permitted to be used for required classroom instructional needs, unless specifically authorized by the teacher for a particular activity on an individual case-by-case basis.

For families considering purchasing a new device, the minimum specifications are:
- Operating System: Chrome
- Hard Drive/Storage Space: 64 GB
- Memory/RAM: 4 GB
- Processor: Intel Core i3 - 2.0 GHz core OR MediaTek 2.0GHz OR AMD Ryzen 5000 C OR Intel Celeron 4000
- Touch Screen is recommended especially for younger students OR External Mouse
- 1 USB 3.0 port and 1 USB-c 3.1 port OR 2 USB-c 3.1 ports with a USB-c-to-USB hub Headphones (with the correct connector for the device that you choose).

Please note that the above is recommended as the school utilizes Google Classroom. Windows or MacOs operating system machines can also be used.

Primary School Device Requirements and Use

Early Primary teachers may opt to utilize loaner devices for specific activities or instructional needs on a more regular basis, for those grades in which students are not required to bring

their own device in with them each day. In these instances, teachers will monitor and ensure proper device and network use throughout the school day.

For Primary grades or classes where students are expected to bring their laptop or device with them to school on a more regular basis, the teachers will communicate the details of those expectations to both the students and the parents in advance. Generally, smaller and lighter Chromebooks with touchscreens and/or an external mouse are highly recommended as the preferred devices for our younger students.

For families considering purchasing a new device, the minimum specifications are:

- Operating System: Chrome
- Hard Drive/Storage Space: 64 GB
- Memory/RAM: 4 GB
- Processor: Intel Core i3 - 2.0 GHz core OR MediaTek 2.0GHz OR AMD Ryzen 5000 C OR Intel Celeron 4000
- Touch Screen is recommended especially for younger students OR External Mouse
- 1 USB 3.0 port and 1 USB-c 3.1 port OR 2 USB-c 3.1 ports with a USB-c-to-USB hub
- Headphones (with the correct connector for the Chromebook you choose).

The Banner School will provide onsite, wireless access to the Internet, online course Material, as well as internet access filtering and blocking of inappropriate materials.

The school will provide staff the guidance needed to aid students in doing research and help ensure student compliance of The Banner School Network Use Policy.

Chromebook Use

Chromebooks are intended for use during school. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless instructed otherwise.

Daily Use & Security
- Use Chromebook in a responsible and ethical manner. Details are provided in The Banner School Network Use Policy (updated 2021)
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Passwords are to be used and not shared with others.
- Screens are to be locked when not in use.
- Chromebooks must never be left in an unsupervised area. When students are not using their Chromebooks, they should be stored in their lockers/desks as applicable.

Network Connections

- The school cannot guarantee that the network will be up and running 100% of the time. In the event the network is down students will not be penalized for incomplete assignments.
- Printing will not be available inside the school with the Chromebooks. The nature of the device minimizes the need to print.

Use of Loaner Chromebooks
- Students who leave their Chromebook at home are responsible for getting the course work completed as if they had their Chromebook present.
- Loaner Chromebooks may be available for use, and are not available for overnight use; in the event a student needs a loaner they should inform their teacher.