**Riverwood Academy – Acceptable Use of Technology Guidelines 2017-18**

Digital citizenship is a component of 21st century learning. We value 21st century citizens who take responsibility and ownership of their own learning. There will be times throughout the school day that students are permitted to use their electronic devices for instructional purposes and this will be teacher directed.

1. **Personal Electronic Devices (School Policy)**

Personal electronic devices include cell phones, iPods, etc.

* Students may use devices before school, during recess and lunch, and after school.
* Students cannot use any personal electronic device during class time unless specifically authorized by a teacher. This includes in the corridors, washroom and other common areas.
* In the classroom, students are to keep personal devices in a private area out of sight (book bag, locker, etc.) Devices are not to be kept on desks; if seen, teachers will collect devices until the end of that class period.
* If a student uses an electronic device during class time, the teacher shall confiscate the device until an appropriate time (i.e. the end of the school day).
* If the student refuses to give the device to the staff member, the student will be referred to school administration. Refusal to submit the device will result in appropriate disciplinary measures.

1. **Cameras (School Policy)**

Any type of camera (including cellular telephones with camera capabilities) is not permitted for use at school or school-related events except under the supervision of a staff member, since they may invade the privacy of others. Cameras are absolutely prohibited in areas where there is an increased expectation of privacy (e.g. washrooms, change rooms). In respecting individual privacy, students are not permitted to take pictures (or video) of individuals without permission from the subject(s); pictures and videos taken without permission are not to be shared on the Internet or other public forums (e.g. Social Media).

1. **Standards of Behaviour (from the School Code of Conduct)**

All members of the school community are expected to:

* Keep personal devices in a secure place.
* Keep personal photos and information, including passwords, private to everyone except my parents/guardians.
* Be respectful in the online environment and report any online activities that are not in keeping with this respect.
* Stop, Block, Save, and Tell a trusted adult about activities which cause you to be uncomfortable.
* Follow teacher directives to place electronic devices in designated areas.
* Use technology for learning as directed by the teacher.
* Use approved websites only.

1. **Inappropriate Behaviours (from the School Code of Conduct)**

In abiding by Riverwood Academy Standards of Behaviour, all members of the school community are expected to refrain from:

* Use of technology that intentionally abuses or bullies another person or interferes with the positive climate of the school. Examples of violating this code include:
  + **Instant Messaging Harassment** – sending hateful threatening messages, warning wars, creating a screen name similar to another person’s name (adding an “e” or one less “I”) and then saying embarrassing or inappropriate things on it;
  + **Taking passwords** - impersonating a person online, changing a person’s profile and/or locking a person out of their account;
  + **Profiles or blogs** – using these to damage another person’s reputation or invade their privacy (writing about a relationship break-up);
  + **Websites** – creating a page specifically designed to insult someone, posting someone’s private information online;
  + **Sending pictures through IM’s, TM’s or Emails** – these include degrading pictures, sending pictures of students in compromising situations (doing something illegal, drinking, private pictures, etc.);
  + **Internet polling** – who’s hot? Who’s not?
  + **Sharing secrets, spamming**, etc.

**Social Media**

**Definition:** applies to blogs, personal websites, RSS feeds, postings on wikis and other interactive sites, such as, but not limited to: Twitter, Facebook, MySpace, YouTube, Bloggers, Instagram, Instant Messaging, texting, and postings on video or picture-sharing sites and elsewhere on the Internet.

All users are expected to use social media in a responsible, legal and ethical manner. Inappropriate use of social media tools by students that impacts adversely on the school environment in general, may be subject to further action being taken by the Administration. Administration will refer to the progressive discipline model established to assist with assigned consequences. Such use may result in disciplinary measures, up to and including suspension (expulsion) or Police Involvement.

The school administration reserves the right to review and revoke these guidelines at any time. These guidelines apply to co-curricular events (e.g. sporting events/dances/assemblies/graduation events) as well as during the school day for both RWA students and their guests. The school administration has the right to prohibit any or all personal electronic devices on school property and/or at school events.

**Newfoundland and Labrador English School District Social Media Use Policy**

Due to the wealth of social media tools available to students, social media interaction has the potential to reach audiences far beyond the classroom. This translates into the need for a greater level of awareness, responsibility, and accountability for all student use of social media. As such, students are expected to abide by the following:

* When using social media, students are expected to communicate courteously and appropriately, just as they would in person. What is inappropriate in the classroom or other learning environments is also inappropriate online.
* Students are not to use social media sites to publish derogatory, harassing, offending, mean or hurtful remarks, videos or pictures about other students, teachers or other district employees.
* Students must not, under any circumstances, upload or share video or audio recordings or pictures of other students, teachers or district staff taken during school sanctioned events without first obtaining permission from a school teacher, principal or other students featured.
* Misrepresenting yourself online by using someone else's identity is strictly prohibited.
* Students may not use the school’s name, logo, uniform, photos or other school property (documents produced by the school, teachers or students) when creating or participating in social media sites unless given express permission to do so.
* Students cannot use any social media technology during class time unless specifically authorized by a teacher.

**Violations of Terms and Conditions (from NLESD Social Media Use Policy)**

Violations of these terms and conditions may result in discipline at school, including but not limited to:

* Suspension of network, technology, or computer privileges in extreme cases;
* Confiscation of personal property (for example, smart phone, tablet, etc.);
* Notification of parents/guardians;
* Suspension/expulsion from school and school-related activities; and/or,
* Police involvement.

**Category 3 Behaviours (from the School Code of Conduct)**

Committing the following behaviours will result in Category 3 disciplinary measures, including suspension (expulsion) from school:

* Chronic usage of electronic devices during class time.
* Refusal to submit a device upon request.
* Use of a device during an assessment.
* Uploading or sharing video or audio recordings or pictures of other students, teachers or district staff taken during school time without first obtaining permission from a schoolteacher, principal or other students featured.
* Use of technology that intentionally abuses or bullies another person or interferes with the positive climate of the school.