

Electronic Device and Acceptable Use Policy

1. Purpose

- 1.1. The purpose of this policy is to provide directives for Gateway Academy regarding the governance of the use of electronic information resources by students as outlined in [Utah Administrative Code R277-495](#).

2. Definitions

- 2.1. Student is any person under the age of nineteen (19) receiving educational services or anyone under the age of twenty-three (23) who is receiving educational services as an individual with a disability.

3. Electronic Devices

- 3.1. Electronic devices include, but are not limited to:
 - 3.1.1. cell phones;
 - 3.1.2. iPods;
 - 3.1.3. iPhones;
 - 3.1.4. digital music players;
 - 3.1.5. iPads;
 - 3.1.6. digital reader;
 - 3.1.7. laptops;
 - 3.1.8. electronic gaming devices; and
 - 3.1.9. **other devices with internet/cellular capability (eg. watches).**
- 3.2. Students should not use any electronic device on school grounds, including recess and transportation, except under the direction of the teacher or per the Bring Your Own Technology (BYOT) procedures. See addendum.
- 3.3. The following consequences apply to all students who choose not to follow Gateway's electronic device use policies.
 - 3.3.1. 1st Offense: Electronic Device is confiscated from the student, placed in the office, and returned to the student at the end of the school day with a warning.
 - 3.3.2. 2nd Offense: Electronic device is returned to the student at the end of the day after the teacher makes contact with a parent or guardian.
 - 3.3.3. 3rd **and Subsequent** Offense: Electronic device is returned to the parent/guardian. They must come into the school to retrieve the device with each subsequent offense.
- 3.4. **If a student is refusing to surrender their device, they will be sent to administration for appropriate discipline and parents will be notified.**
- 3.5. Per [Utah Code A§ 76-10-1206](#) and our [Safe School Policy](#), it is illegal to produce and/or distribute any material that inappropriately portrays a

minor. This includes taking or distributing inappropriate pictures or videos of other students regardless of whether it is consensual. Gateway will follow the State of Utah's designated protocol when dealing with matters of illegal production or distribution of material through phone, computer, or other electronic devices. Students in violation of this policy will be subject to administrative actions.

3.6 It is school policy that students and others in the public schools should not be subject to video or audio capture, recording, or transmission of their words or images by any student at a school without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Please refer to our Safe School Policy for more information.

4. Use

4.1. Gateway Academy recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, we encourage the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Gateway. The Internet is an unregulated and a worldwide vehicle for communication; making information, available to employees and students, impossible to control. Therefore, the Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Gateway-owned equipment or through Gateway-affiliated organizations.

4.2. Use of the network for any unlawful purpose is prohibited.

4.3. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

4.4. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

4.5. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

4.5.1. Acceptable Use

4.5.1.1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Gateway Academy.

4.5.1.2. Proper codes of conduct in electronic communication must be used. In newsgroups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.

4.5.1.3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.



- 4.5.1.4. All communications and information accessible via the network should not be assumed to be private property.
- 4.5.1.5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for employees and students.
- 4.5.1.6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
- 4.5.1.7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- 4.5.1.8. From time to time, Administration will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

4.5.2. **Unacceptable Use**

- 4.5.2.1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- 4.5.2.2. Any use of the network for commercial or for-profit purposes is prohibited.
- 4.5.2.3. Excessive use of the network for personal business shall be cause for disciplinary action.
- 4.5.2.4. Any use of the network for product advertisement or political lobbying is prohibited.
- 4.5.2.5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- 4.5.2.6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- 4.5.2.7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- 4.5.2.8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- 4.5.2.9. The unauthorized installation of any software, including shareware and freeware, for use on Gateway's computers is prohibited.
- 4.5.2.10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator and/or building Administrator), or files dangerous to the integrity of the local area network is prohibited.
- 4.5.2.11. The Gateway network may not be used for downloading entertainment software or other files not related to the mission and objectives of Gateway for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted



commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Gateway.

- 4.5.2.12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

5. Gateway Rights and Responsibilities

- 5.1. It is the policy of Gateway Academy to maintain an environment that promotes ethical and responsible conduct in all online network activities by employees and students. It shall be a violation of this policy for any employee, student, or other individuals to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, we recognize its legal and ethical obligation to protect the well-being of students in its charge. To this end, Gateway retains the following rights and recognizes the following obligations:

5.1.1. Rights & Obligations

- 5.1.1.1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- 5.1.1.2. To remove a user account on the network.
- 5.1.1.3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- 5.1.1.4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Gateway-owned equipment and, specifically, to exclude those who do not abide by our acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Gateway reserves the right to restrict online destinations through software or other means.
- 5.1.1.5. To provide guidelines and make reasonable efforts to train employees and students in acceptable use and policies governing online communications.

5.1.2. Gateway Employee Responsibilities

- 5.1.2.1. Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals.



5.1.2.2. Employees should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

5.1.3. User Responsibilities

5.1.3.1. Use of the electronic media provided by Gateway is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to employees, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

6. Disclaimer

- 6.1. Gateway cannot be held accountable for the information that is retrieved via the network.
- 6.2. Pursuant to the Electronic Communications Privacy Act of 1986, notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- 6.3. Gateway will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- 6.4. Gateway makes no warranties (expressed or implied) with respect to:
 - 6.4.1. the content of any advice or information received by a user, or any costs or charges incurred because of seeing or accepting any information; and
 - 6.4.2. any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- 6.5. No expectation of privacy applies to all network usage on the school's networks.
- 6.6. Gateway reserves the right to change its policies and rules at any time.

7. Agreements

- 7.1. User Agreement (to be agreed to and acknowledged by all student users).
 - 7.1.1. I have read, understand, and will abide by the above Electronic Device and Acceptable Use Policy when using computers and other electronic resources owned, leased, or operated by Gateway Academy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

- 7.2. Parent/Guardian Agreement (to be agreed to and acknowledged by all parents/guardians of all student users)
- 7.2.1. As a parent/guardian, I have read the Electronic Device and Acceptable Use Policy. I understand that this access is designed for educational purposes. Gateway has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Gateway responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my student to use network resources, including the Internet, that are available through Gateway.

8. Student and Parent/Guardian Liability

- 8.1. Students (and parents/guardians) are liable for Gateway equipment (including computers) assigned to the student or that the student takes off campus or out of the building. Students (and parents/guardians) will be financially responsible to replace or repair equipment that is stolen, lost, or damaged while in students' care, subject to the following exceptions:
- 8.1.1. damage occurs because of normal wear or from appropriate use during the regular tasks associated with student learning;
- 8.1.2. damage or loss is caused by negligence on the part of Gateway Academy;
- or
- 8.1.3. damage or loss occurs from events outside students' (and parents/guardians') control
- 8.2. In the event of theft by a third party outside the control of a student (and parents/guardians), the student (and parents/guardians) shall replace the equipment with any awarded insurance claim.
- 8.3. The student (and parents/guardians) is responsible for up to the first five hundred dollars (\$500) or fifty percent (50%), whichever is greater, of the cost to repair or replace damaged or lost equipment resulting from each incident of damage or loss, except:
- 8.3.1. If damage is caused by a third party to whom the student permitted access to or use of equipment, then the student (and parents/guardians) shall be financially responsible for the full cost of replacing the damaged device.
- 8.3.2. If damage is caused by the student's gross negligence or malicious conduct, then then the student (and parents/guardians) shall be financially responsible for the full cost of replacing the damaged device.
- 8.4. Cost for replacement or repair will equal a reasonable bid from a reputable third party that meets the needs of Gateway, all as determined by Gateway. Gateway will arrange and pay for replacement or repair, and the student (and parents/guardians) will reimburse according to the student's responsibility outlined above.

- 8.5. Reimbursement can be in one lump sum within thirty (30) days of repair or replacement, or by setting up a payment plan which is agreed upon by Gateway and the parents/guardians of the student.

9. Electronic Mail Guidelines

- 9.1. Gateway provides electronic mail to students to enable them to communicate effectively and efficiently with one another for the purpose of educational needs.
- 9.2. Please note the following:
 - 9.2.1. All electronic mail activity is monitored and logged.
 - 9.2.2. All electronic mail in the organization is scanned for viruses.
 - 9.2.3. All the content of electronic mail is scanned for offensive material.
 - 9.2.4. If you are in any doubt about an issue affecting the use of electronic mail, you should consult IT.

10. Enforcement

- 10.1. Any student found to have violated this policy may be subject to disciplinary action and loss of network privileges.

Board Reviewed and Approved

Bring Your Own Technology (BYOT) Policy and Agreement

Gateway Preparatory Academy Student/Parent Policy for use of a Privately-Owned Electronic Device

Gateway Preparatory Academy (GPA) provides electronic devices to students at a 1:1 ratio – one device for one student – in grades 4th through 8th while students are at school. Gateway Preparatory Academy expects students to use Gateway-owned electronic devices for all academic work while at school.

Students will not bring personal electronic devices to school for use during the day. Personal devices are often a distraction in the learning environment. However, Gateway Preparatory Academy will allow students to use privately owned electronic devices to access the GPA wireless network at the teacher's request under unusual circumstances. This may include, failure to maintain an 1:1 ratio of student to technology, special projects, work in different environments, i.e. playground, outside. Personal devices are only allowed with teacher permission. This wireless access provided to the devices is designed to enhance our student's educational experience and outcomes. Connecting to the GPA Wi-Fi network with personal devices is a privilege, not a right, and it is NOT a requirement for students in GPA. Permission to bring and use privately owned devices is contingent upon adherence to GPA guidelines. If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of GPA, that student's privileges may be limited or revoked per the Electronic Device and Acceptable Use Policy.

General Rules

1. As appropriate any GPA student may use a privately owned electronic "Internet ready" device on the GPA wireless network by completing and submitting the attached BYOT Policy Agreement to his/her mentor teacher. For each student, the appropriateness of granting this privilege, shall be the sole decision of the student's teacher and/or educational team and the school administration.
2. Parents will be notified when students are allowed to bring privately-owned electronic devices for use at school.
3. The use of the privately-owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment contingent on teacher permission. Such devices may not be used in the hallways, lunchroom or playground.
4. Recognizing that all such devices may not be appropriate for instructional situations, personal electronic devices will be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to: laptops, netbooks, tablets, cell phones, e-readers and handheld gaming devices. The final determination of devices that are appropriate to connect to the GPA network rests with the school administration.
5. Students are prohibited from accessing the Internet at school using private 3G or 4G subscriptions through their own Internet Service Provider.



6. Connecting a privately-owned electronic device may not be successful if the technical specifications for wireless protocol are not met. Devices must use 802.11g or 802.11n Wi-Fi connectivity only to access the district's wireless network.
7. No privately-owned electronic device may be attached to any GPA network if a signed Computer Use Policy form and BYOT policy form are not on file in the GPA student information system.
8. All information related to the privately-owned electronic device(s) that is requested by this form will be submitted by the student prior to accessing the network.
9. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately-owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game; e.g. Battlefield Heroes, Warflow.
10. No privately-owned electronic device should ever be connected by cable to the GPA network. Network access is provided via Wi-Fi / wireless connection only. No one is allowed to connect a privately-owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.
11. Teacher permission is necessary for all student use of a privately-owned electronic device during each instance of classroom instruction or class study period.
12. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s).
13. The teacher may request at any time that the privately-owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network. See GPA's Student Computer Use Policy.
14. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
15. The privately-owned electronic device owner is the only person allowed to use the device.
16. No student shall provide another student or individual with logon credentials. In the event that individually unique logon credentials are provided, no student shall use another student's or individual's logon credentials.
17. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment (printers, scanners, etc.) without the consent of authorized school personnel.
18. No school-owned academic or productivity software can be installed on personal devices.
19. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, any school personnel and/or student.
20. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school internet filters.
21. Under the provisions of the BYOT program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it will diminish

their expectation of privacy regarding their personal electronic device while at school. The school reserves the right to search a privately-owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated GPA policies, administrative procedures, school rules, or engaged in other misconduct while using the device.

22. Devices are brought to school at the students' and parents' own risk. In the unlikely event that a privately-owned device is lost, stolen or damaged, GPA is not responsible for any financial or data loss.

Consequences of General Use

Violation of school policies, local, state and/or federal laws while using a personal electronic device on the GPA wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Conduct Code, School Board policy as well as by local, state and/or federal law.

Privately Owned Electronic Device Security Risks

Laptops and other portable electronic devices are vulnerable to loss and theft. GPA recommends such devices should be engraved or otherwise permanently marked with owner information. Students and parents who choose to allow their children to bring privately owned electronic devices on school property with permission must assume total responsibility for these devices and be aware of all risks. If a privately-owned electronic device is stolen, this must be reported to an administrator immediately. Per GPA policy, the school will not accept responsibility for loss, damage, theft, or non-working personal property. Laptops and all other personal electronic devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians. School personnel cannot and will not attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.

GPA reserves the right to examine the privately-owned electronic device and search its contents if there is reason to believe that school policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school computer.

Board reviewed and approved:

May 9th, 2019

Gateway Preparatory Academy Student/Parent Policy Form for use of a Privately Owned Electronic Device

Student Name _____ Student ID # _____ Grade: _____

Privately Owned Electronic Device Information:

Brand Name/Model:
Serial Number:
Virus Software Installed if applicable:

Parent and Student Agreement

- I/we have read the GPA BYOT Policy Agreement concerning the use and connection of privately owned electronic devices to the GPA wireless network and understand and agree to the terms and conditions herein. I/we understand that this policy form and the privilege to use privately owned electronic devices in school can be revoked at any time.
- I/we understand that assignments and projects may be posted to teacher-approved blogs, Google Docs, Summit Learning, and other Web 2.0 hosting sites. This may include personally identifiable information that may be classified as an educational record under FERPA (Family Education Records and Privacy Act).
- I/we have signed and returned the Electronic Device and Acceptable Use Policy for the student indicated below.
- I/we understand that violation of these provisions may result in the confiscation of a personal electronic device by the school administration, any other designated school district representative, or local law enforcement and that legal action may occur according to law.
- I/we understand that we are responsible for compensating the school for any losses, costs or damages incurred due to violations of GPA Board policies/procedures and school rules by the student in conjunction with the use of his/her personal electronic device, including the cost of investigating such violations.
- I/we give permission for my student, (please print name) _____ to use the personal electronic device(s) listed above on the wireless network at Gateway Preparatory Academy.

Parent Signature _____ Date _____

I understand the above rules and policy for connecting a personal electronic device to the wireless network at Gateway Preparatory Academy and I agree to follow the rules outlined.

Student Signature _____ Date _____