

TCPS emedia Policy

The Child's Primary School (TCPS) believes that instructional time is precious and that activities should align with and support TCPS's philosophy/values. We also believe that there are significant opportunities to use electronic media (emedia) to further learning and communication, providing it is used appropriately. There are numerous emedia systems and tools that may be used including email, digital storyboards, blogs, wikis, audio/video recorders, projectors, web applications, etc.

In order to guide the use of emedia, TCPS maintains the following policy regarding electronic media (emedia). For the purposes of this policy, Emedia means any electronic system, application, network, device or data that (i) TCPS provides, (ii) is used while a student is under TCPS supervision, or (iii) is used in conjunction with any TCPS infrastructure.

Overall TCPS's emedia policy is that we expect the same conduct when using emedia as we expect when speaking, writing, or sharing something at school. If the analogous action would not be acceptable when done physically, then it is not acceptable to be done electronically.

In order to support TCPS's philosophy/values, TCPS retains the right to control and monitor all Emedia activity, specifically TCPS reserves the right to monitor communications, access, usage and data, to control access to the systems, and to review, edit, and remove data. This implies that users should not assume or expect a right to privacy on Emedia.

TCPS staff will use reasonable efforts to supervise the use of Emedia while students are on campus or under TCPS's supervision; it will be the parent/guardian's responsibility to supervise students when they are accessing Emedia away from TCPS. It is not, however, possible to monitor all student activity, so student discretion will be required. TCPS will utilize filtering software as applicable to block inappropriate content, but none of these programs are infallible.

Applicability:

- This policy applies at ALL times when using ANY emedia system provide by TCPS. This includes, but is not limited to, email, web applications, software, computers, electronic devices, networks, internet access, storage, printers, telephones, voicemail, blogs, and wikis.
- This policy applies at ALL times when students are under TCPS supervision (during the instructional day, after school on campus, at school events, on school trips). The policy applies equally to the use of personal emedia in these situations.
- This policy applies to any device that is connected to or utilizes TCPS systems/hardware. For example, TCPS reserves the right to monitor a device and its communications when connected to TCPS's WiFi network.

Ownership:

- The student maintains copyright to all materials they create. TCPS has a perpetual license to use all such materials that are created a) using TCPS systems, b) as part of a school

assignment/activity, or c) as a result of a school activity. This license is for use in support of TCPS's activities and mission.

- Students have a right to copy and archive any of their emedia data. TCPS is not responsible for archiving and saving student work.
- At all times TCPS retains ownership of the systems, accounts, and equipment that TCPS provides/makes available.

Accounts/Digital Identity:

In order for students to use various emedia systems, TCPS will provide students with one or more accounts. Each of these accounts is a digital identity for the student. Prior to students being assigned an account, they will need to turn in a signed usage agreement, and staff will provide basic training.

It is important that students protect their digital identities. TCPS will provide instruction on how to protect one's digital identity and on basic internet safety. Students are expected to keep their passwords private and never share them with other students or school staff (if a student forgets his/her password the account will be reset). Students are expected to log out after using their account(s), and students will be responsible for all activity on their accounts.

TCPS will provide email accounts for student communication. Email will not, however, be used to communicate student assignments or required curriculum activities. Thus, students are not required to check their email to obtain their assignments, though email may be used as a supplemental communication method.

Monitoring/Moderation:

In order to provide an appropriate learning environment, TCPS will use a "walled garden" approach with its systems. This means that to obtain access to our emedia systems users are required to log in using an account that has been authorized by TCPS. Thus, when someone is inside the TCPS walled garden we can identify them and track their activities. Access inside the TCPS walled garden will require either a TCPS provided account (for students and staff) or authorized access (for parents).

We will use three levels of monitoring/control: moderated, actively monitored, and monitored as needed.

- **Moderated** means that the information will be reviewed prior to the information being posted. For example, TCPS moderates communications on the classroom blogs, so a staff member checks submissions before they are posted on the blog.
- **Actively monitored** means that the information will be monitored on a regular basis, but it can be posted without prior review.
- **Monitored as needed** means that the information will not be monitored regularly but will be monitored when needed.

TCPS's goal is to provide emedia experiences with similar levels of supervision that we do for classroom experiences. To support this goal we will use monitoring/control as follows:

- Communications with someone outside the TCPS walled garden will be moderated to the extent our technology will allow. This would include external blogs, external wikis, VOIP calls, etc.
- Classroom activities within the TCPS walled garden will be actively monitored. This would include internal wikis, internal blogs, documents, internal web pages, etc. that are being worked on by the class.
- Student work areas and communications will be monitored as needed. This would include a student's personal work area, email communications between students, working files/documents, and group project work areas. Thus, email messages within the TCPS walled garden will not be monitored but can be reviewed as necessary.

IF the parent/guardian explicitly approves an externally enabled email account on the TCPS emedia Usage Agreement, which enables that student to have email communications with others outside the TCPS walled garden, then these emails will be monitored as needed.

Restrictions:

- Please see Appendix A for a list of restrictions on the usage of Emedia.

Discipline:

If a student uses Emedia inappropriately then staff will address the issue with the student. In many cases this will entail reviewing the rules and why the activity is not appropriate. If, however, staff determine that the behavior is severe or repeated the student will be instructed to speak with the Principal or Executive Director, and Emedia access may be revoked for the remainder of the day. If the behavior is deemed to be significant the parent/guardian will be contacted and appropriate action taken.

A student who violates this policy may be prohibited from accessing TCPS provided emedia systems and any emedia system while at TCPS, and they may be subject to other disciplinary measures as outlined in the discipline section of the TCPS Parent Handbook.

Appendix A: Restrictions

The following is a list of restrictions on the use of Emedia.

- Students should not install software, hardware or modify system setting on TCPS emedia systems without authorization, send/post materials posing as someone else, or modify emedia other than their own without authorization.
- Students should not seek out, post, distribute, store or forward material that is offensive, abusive, obscene, defamatory, disparaging, threatening, or may be construed as in violation of TCPS' Harassment Policy.
- Students should not illegally redistribute copyrighted material (music, videos, news articles, publications, etc.). These materials may be used in educational assignments with appropriate attribution, and students will be instructed on this. In many instances, it is best to link to the original material, which does not violate copyright. Redistribution includes reproducing, copying, emailing, posting, publishing on a web page, photocopying, etc.
- Students should not seek or gain unauthorized access to emedia systems.
- Students should not use any TCPS owned/provided emedia systems for commercial purposes.

TCPS emedia Usage Agreement

Student Name _____

Grade _____

I/we have reviewed this policy and agree to abide by it

Signature _____ (Student)

Signature _____ (Parent/Guardian)

Date _____

As a default email and other accounts set up by TCPS will have access restricted to within the TCPS walled garden. If you would like your student to have un-moderated access with persons outside of the TCPS walled garden please indicate approval with your signature below. This would allow your student to communicate (email) with others outside of TCPS; however, these communications would only be monitored as needed.

Signature _____ (Parent/Guardian)

Date _____