

Clifford International School Wi-Fi Acceptable Use Policy

As of September of 2017, Clifford International School is Wi-Fi enabled. This means that teachers, students, and guests are able to access the internet using personalized passwords from anywhere in the school. According to the Manitoba Board of Education, “*Literacy with Information and Communication Technology (LwICT) means thinking critically and creatively, about information and about communication, as citizens of the global community, while using ICT safely, responsibly and ethically.*” It is important that all members of the school community are fully aware of the rules and boundaries surrounding technology and Wi-Fi use at the school.

What follows is a summary of the CIS Acceptable Use Policy. To view the complete policy, please visit our website, at <https://www.cliffordschool.org/academics/technology-in-the-school/>.

In establishing this school network, we will provide **21st Century Learning opportunities** for the students by

- Accessing information, while using critical thinking skills to evaluate bias and accuracy of sources (*Critical and creative thinking*)
- Promoting responsible technical use through digital citizenship, and understanding the impact that online interaction has on their life (*Ethics, responsibility, health, and safety*)
- Learning how to use existing technology as a tool in research, learning, collaboration, resource sharing, and daily life (*ICT literacy*)

Acceptable use

- Use for educational purposes
- Keep login and password information private
- Respect the privacy of others and treat others with respect
- Be responsible for your own technology and devices brought to school
- Learn and follow each teacher’s expectations and classroom policies for using devices in each classroom
- Take breaks from technology, be social, and interact with classmates, friends, and teachers

Unacceptable use

- Do not use the network/internet to advertise, for political lobbying, for personal business
- Do not access pornography or anything illegal or offensive
- Do not send messages that contain swear words, put-downs, or abusive, threatening, or objectionable language
- Do not use the network to play online games or stream videos other than for the purposes of education
- Do not use any password other than your own
- Do not use technology or online resources to engage in plagiarism or other academic dishonesty
- Elementary students should not be using their own devices before classes in the morning, during recess, or over lunch time.

Any devices that students bring to school are their own responsibility. Students are strongly encouraged to keep their devices secure in lockers or backpacks.

Students are expected to abide by the Acceptable Use Policy at all times. Failure to abide by the policy will result in consequences that may include a phone call home, meeting with parents, the loss of good standing, the loss of privilege to use devices at school, or suspension from school.

Use of Electronic Devices

Students in the middle school, and high school are prohibited from using privately-owned electronic devices, including but not limited to, cellular telephones, PDAs, handheld computers, laptop computers, MP3 players, and electronic game consoles at any time during school hours (except at lunch time), and during school activities (including study halls, field trips, and extracurricular activities). All such devices must be put away and/or turned off. Under the discretion of the class teacher, exceptions will be made during class hours (except lunch time), and at extracurricular activities as long as it serves an educational purpose; or when written permission for the use of any of these devices for educational purposes has been granted by administrators.

- During the school day (8:30 AM to 4:10 PM), all such devices must be put away and turned off with the exception of lunch time (12:10 PM to 1:30 PM).
- Devices are permitted when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as accessing assignment on a device).
- If devices are being used without permission, the following consequences may be imposed: first offense is a warning. Subsequent offenses will involve a phone call home and discipline from the Dean of Students.
- As authorized by the school staff, exceptions will be made when students are on buses, during field trips, and at extracurricular activities.

The use of cameras, including camera phones, is strictly prohibited in classrooms and in locker rooms, restrooms, or other locations in which privacy is commonly expected. In other school locations, students are required to obtain permission before photographing others. Exceptions shall be made as authorized by supervising school staff, such as for the year book.

Any use of cellular telephones, cameras, and other electronic devices that violate any Board policy, administrative procedure, or school rule is strictly prohibited. This includes but is not limited to violations of the student code of conduct, harassment, and cheating.

Students violating these rules will be subject to discipline, which may include:

1. Exclusion of the device from school for an extended period with notification to parents/guardians;
2. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record; and
3. Referral to law enforcement authorities.