



Technology Use Agreement

Read this document carefully, and in its entirety.

Burton Adventist Academy provides technology resources to promote the spiritual growth and academic excellence of all its students. All activities that make use of these resources are expected to support the mission of Burton Adventist Academy.

The Internet is a global network of networks connecting millions of computers worldwide. The Internet facilitates resource sharing, innovation and collaboration. Access to the World Wide Web enables access to libraries, museums, magazines, newspapers and websites on just about every topic. While Burton Adventist Academy employs technology to limit access to material that is not considered to be of education value, Internet users are responsible for the information they access. It is the responsibility of every user to only access information that is relevant to educational process.

Terms and Conditions:

Use of Burton Academy technology resources must be in support of spiritual and educational development, everyone who accesses Burton's Network are expected to adhere to the following:

1. Keep your password and other network information private.
2. Use the network for approved activities that have educational relevance.
3. Adhere to copyright laws.
4. Avoid the spreading of computer viruses, knowingly or inadvertently.
5. Use real names in all communication. Impersonation is prohibited.
6. Sending unsolicited junk mail (Spam) is prohibited.
7. Attempts to bypass the built in security of the network through Virtual Private Networks (VPN) or similar programs is prohibited.

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8. Gaining access to another user's device and modifying that device in anyway is prohibited.
9. Deletion or attempts to delete files of another user is prohibited

E-Mail Accounts

Electronic mail is not guaranteed to be private, therefore users are urged to use a private email address for all non-school related electronic mail. Electronic mail is archived for legal compliance.

Reading, deleting, copying or modifying the electronic mail of other users without their consent is prohibited.

Accessing the email account of another user and sending emails as that user is strictly prohibited

Accessing the Internet

Students are required to provide authentication before their iPads can access the internet. All student activity is tracked by username, and device ip address. Students should be aware that every site that is visited, and every app used is logged. All sites visited during the school day are to be related to school work. All sites visited before and after school are subject to all guidelines in the Student Handbook.

Using the Network to Violate the Law

Using the Burton Adventist Academy network to transmit material that violates US, state or international law is strictly prohibited. Such transmissions include but are not limited to: copyrighted materials, obscene material, threats or harassment. If it is the case that someone uses the network to violate the law, Burton Adventist Academy will fully comply with the authorities to provide any necessary information.

Commercial Use

Using the Burton network for "for-profit" activities or product advertisement is prohibited.

Games and Social Media

The Burton Adventist Academy network is for educational use, any game or social media app that does not meet that guideline is prohibited at all times during the school day, including lunch.

All anonymous apps (like Yikyak and Whisper) where users cannot be readily identified are prohibited from use on campus. This includes usage on all devices including cellular phones.

Electronic Devices

iPads - Students in grades 4 through 12 are required to have iPads. the following guidelines apply to student iPads:

- **Student iPads are to be wifi only.** If a student already has an iPad with cellular data, the sim card needs to be removed and left at home. Having iPads with cellular data allows students to access the internet unfiltered and also create hotspots that other students can connect to. In the event an iPad is found to have cellular data active, the sim card will be removed and turned in to the office. There will be a \$50 fine to get the sim card back.
- All student iPads will be managed by the school(grades 4-12). Management software will be installed on these iPads to allow teachers to better monitor what students are able to do on the iPads. This software will remain active even when students are at home, but the teacher's ability to view iPad activities is limited to the Burton network.

Cellphones - Student cellphones are to be placed in student lockers, vehicles or turned into the office during the school day (8:00am to 3:30pm). Students are not to have cellphone in their possession during the school day either in their pockets or backpacks.

Students who are found to have cell phones in their possession during the school day will have the phone turned into the office and pay a \$50 fee to get their phone.

Students are allowed to check their phones during the 5 minute transition period between classes then leave cell phones in their lockers. However, this must not result in being late for class. Students who are late for class due to cell phone use, will be required to drop off phones in the office at 8:00am and picked up at 3:30pm.

Creation of Personal Area Networks (Hotspots) bypasses the school's security tools, students are not protected from any material on the Internet while using a hotspot. Such networks are prohibited on school grounds. While the school attempts to block such networks, users take full responsibility for use of such networks.

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Laptop/MacBook - Personal Laptops are to remain home. Students who have a specific need for a laptop must first obtain permission and guidelines for using a laptop from the principal and IT director before using the device on the Burton network. The IT director will notify teachers when students are approved. Only Apple Laptops are allowed. Laptops are also subject to management software.

Music Player and headphones - Music players, earbuds, and headphones are prohibited for student use during the school day without teacher permission.

Smart watches and fitness trackers - Fitness trackers are allowed ONLY if they do not have notification features.

All fitness trackers with notification features and smart watches that pair with a phone to send and/or receive messages, calls and email alerts are subject to the same policy as cellphones.

ID Cards

It is the responsibility of the user to keep his or her user ID secure. Replacement ID cards carry a charge of \$5.00 which must be paid to the school (Main Office) before a replacement card can be issued. Students in grades six through twelve must wear their ID around the neck (easily viewed) and on a school issued lanyard. Replacement lanyards can be purchased from the main office for a charge of \$5.00.

Consequences of Policy Violation

Failure to adhere to the usage policies listed in this document may result in:

1st violation - Warning

2nd Violation - Administrative discretion will be used.

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Students

“My signature below indicates that I understand and voluntarily agree to adhere to the policies found in this document. Furthermore, I understand that any violation of this agreement may result in my access to the network being limited or revoked. I will fully comply with all the terms and conditions found in this agreement.”

Parents

“My signature below indicates that I fully understand the terms and conditions found in this document. I also understand that it is not possible for Burton Adventist Academy to block all objectionable content available on the Internet. I take the responsibility of advising my child to limit their access of the Burton network as directed by their teachers.”

Student Signature

Parent Signature

Today's Date