



# Acceptable Use Policy (AUP) and Digital Citizenship Guidelines

North Shore Hebrew Academy High School

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Robin Wilensky, Director of Educational Technology

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## Purpose

At NSHAHS, we believe in the power of technology to facilitate learning and to transform education today, while preparing students for the world of tomorrow. It is the philosophy of the NSHAHS that the integration of technology within the curriculum is an essential part of instruction. That said, technology resources are made available to members of the school community specifically for purposes relating to the school’s mission and activities. This Acceptable Use Policy governs the use of laptops, mobile devices, school services, and other tools within our building and on our network as well as any technology usage where content or communication represents North Shore Hebrew Academy High School.

The school’s computing technology is intended for educational or operational use only. NSHAHS requires that all members of the school community use computer systems in a safe, responsible, appropriate, and legal manner. It is the responsibility of every member of the school community to ensure that technology resources are used appropriately and remain useful to everyone. Each community member is responsible for his or her own actions, especially as they impact others in the community. Students are expected to reflect the values of the school and follow the behavior guidelines outlined in the school handbook, either on or off campus, in regard to electronic communication or interaction. Teachers and staff are also required to abide by the expectations of this policy as well as set an example in appropriate use of technology for students.

This AUP has been created to make explicit the expectations that guide the use of technology resources at NSHAHS.

## Appropriate Communications

- NSHAHS community members should use electronic mail and any other computer communication only for legitimate and responsible interaction with students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted. Email used to send spam or conduct other frivolous activities is not permitted.
- Under no circumstances should a community member access or use another person’s Google Apps account. In order to protect oneself, student laptops should not be shared with friends. Loaner laptops are available if needed.
- Any potentially disruptive electronic communication, such as an instant message, email communication or text during class time is not allowed (unless permitted by a teacher for a specific lesson or project). Likewise, playing games or other non-class related work is permitted during class time.
- No personal information shall be shared in any electronic format that might threaten an individual’s personal well-being or the security of the school. Users should exercise discretion when sending or receiving electronic information since there is no guarantee of privacy. Staff and students should always be aware that online communications can become part of the public domain and should not be considered private. Caution must be exercised to avoid using computers or any online communication tool in any way that may threaten the current or future reputation of the school or of any member of the school community, including one’s self.
- Upon request, a high school club or activity may be assigned a school e-mail account to be used solely for the purpose of club or activity business. This account may be accessed by student designees, recommended and supervised by the faculty advisor.



[https://www.netatlantic.com/blog/wp-content/uploads/2013/07/email\\_2.jpg](https://www.netatlantic.com/blog/wp-content/uploads/2013/07/email_2.jpg)

## Access to Information & Network Resources

NSHAHS has a WiFi network that covers just about every area of the building. While students and staff are encouraged to utilize their school-approved laptops throughout the day, unauthorized portable devices (mobile devices/phones, iPads) are not permitted to connect to our network. All school-approved laptops MUST connect to the school WiFi and no other hotspot.

Students are free to use their own mobile devices with their own data connection/data plan during lunch, free time, or as part of a classroom lesson sanctioned by the teacher. Connecting a personal computer or any device with wired or wireless networking capability to the school network or using any device with a cellular network connection anywhere on school grounds represents an agreement to uphold the

expectations and abide by the consequences of this policy in its entirety.

Use of a school-approved device or email account represents an agreement to take responsibility for all activity conducted with that account. This includes laptop logins, Google Apps logins and any other web-based login that may be distributed or utilized. This also extends to all files saved or downloaded to user laptops. It is a direct violation of this policy, as well as a breach of personal integrity, to knowingly use another person's network or email account or access their user folder without their knowledge. You may also not copy content from or forward content to others or self that resides in shared or cloud-based folders or files.

Every user is responsible for ensuring that network or

email account passwords remain secret and for respecting the passwords of others by not attempting to ask for, guess or otherwise obtain them. Best practices for passwords include changing passwords regularly and using passwords that are at least 8 multi-type characters long to ensure that they cannot be guessed. Passwords should not be written down unless also stored in a locked drawer or cabinet. In addition, students will be required to use multi-factor authentication for Google and Veracross.

Students are not allowed to gain access to their laptop using an administrative password. Administrative passwords are for the technology department use only. Any community member who becomes aware of such a password MUST report it to the technology department immediately.

All electronic documents or communications created with school resources are the property of NSHAHS and the school administration reserves the right to monitor or examine such files or communications at any time. School and network administrators monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any person, or to protect property. They may also use this information in disciplinary actions, and may furnish evidence of crime to law enforcement. However, administrators will make every effort to conduct such examinations only for educational or operational purposes and only when absolutely necessary.

## Backups

No student data is saved on the NSHAHS network. Therefore, it is the responsibility of the student to back up data on their own. This is a critical component to the AUP. It bears repeating that data loss or corruption is not an acceptable excuse for missed assignments.

Several options are available to students.

1. Utilize Flash drives or external hard drives to store copies of data. DOWNSIDE: Flash drives can also go bad, especially if they are knocked around a lot; Requires manual process, External drives difficult to carry around. UPSIDE: They are portable, cost effective and can be stored in a different location than your laptop.
2. Upload your documents to Google Drive. DOWNSIDE: Multiple copies of the same document; 5 Gb limit; Requires manual process. UPSIDE: Free; Shareable, Ability to Collaborate. NOTE: Run Google Backup & Sync to access files from File Explorer on Windows.
3. Upload your documents to Dropbox. DOWNSIDE: Multiple copies of the same document; 2 Gb free limit; Requires manual process. UPSIDE: Free, Shareable. NOTE: Create your own account and install Dropbox for your OS to access files directly from Finder on Mac or File Explorer on Windows.
4. Get a subscription to Carbonite. DOWNSIDE: Annual subscription fee. UPSIDE: Automatically backs up all of your files; Storage in the Cloud; Easy file retrieval.

### *Access to Information & the Internet: Important Points*

- All access to the Internet during class time must be with teacher permission and supervision.
- The school's Internet connection is to be used only for research, information gathering, collaboration or communication that is directly related to school assignments and projects.
- Students should notify a staff member whenever they come across information that is dangerous, illegal, obscene, inappropriate or invokes feelings of discomfort.
- The rights of others to use our network without disruption should be respected at all times.
- Students are responsible for backing up the data on their laptops. Data loss is not an acceptable excuse for missed assignments. See the section on Backups below.

## The Academic Environment

Regarding student responsibilities as a member of a learning community:

- While at school, and while using school resources at home, members of the NSHAHS community may not display on their computers or computer screens any inappropriate slogans, designs or images that would suggest profanity or be taken as degrading to a sex, race, religious or ethnic group, or any constituency of the school population.
- Playing games, instant messaging, engaging in social media activities, texting and related types of recreational usage are all prohibited during class time. Sexting, cyberbullying and other forms of discriminatory online activity are prohibited at all times and is not representative of the behavior expected of NSHAHS community members.
- Inappropriate web sites or sites that do not directly aid teaching and learning are blocked from student access during the school day. School administration has set reasonable filter guidelines so please respect any boundaries set on network resources (including network firewalls, the content filter, server or workstation security, and physical locks) and refrain from using physical or electronic means to circumvent these systems.
- Users may not access unmediated online communications such as message boards, chat rooms or instant messaging unless it is for education-related reasons; students must have authorization from a staff member.
- Students may participate in classroom activities that utilize e-mail and Web 2.0 applications if a teacher initiates the assignment, and where appropriate proactively reviews incoming messages and approves outgoing messages prior to transmission.
- Users may not download or upload files unless it is for education-related reasons; students must have authorization from a designated staff member if outside the nshahs.org domain.
- When collaborating on projects or assignments, respect the work of classmates. Work may not be overwritten without express permission from the originator and the content or file may not be damaged or destroyed.
- When utilizing websites for research, check the credibility of the site before relying on it as the sole source. If the credibility is questionable, students should check with the teacher before using it.
- To embrace the ever-changing Internet, students are encouraged to post, blog, comment and otherwise engage in social media forums for the purpose of enhancing learning and co-construction of knowledge. However, community members are reminded that anything shared on the Internet can be archived and retrieved, sometimes long after the initial record has been deleted. Users must exercise respect before uploading anything electronically, whether in writing, image, video or sound formats, so that NSHAHS can continue to allow accessibility of these services to the community. When representing one's self and NSHAHS online, always put your best foot forward, properly manage your online persona and adhere to the values of the school.

## Software

- Students are not permitted to download or install any software to their laptops. Laptops have been configured with a variety of third-party applications (Google Chrome, Google Drive, Audacity, etc.) designed to aid the teaching and learning process. Should students wish to add additional software (school-related or not), they should open a tech support ticket which includes details on software needed, reason for needing it and teacher approval.
- All students have access to Google Workspace (including Gmail, Google Drive, Sites, Blogger, Classroom, etc.), Castle Learning, Moodle and more. In addition to checking email at least once daily, students should ask teachers what additional web services they utilize for assignments, review, or other class communications and be sure to check those on a regular basis as well. Those who wish to use Microsoft Office may request a free copy available for students and educators (Office 365) from Microsoft's web site.
- File sharing software for the purpose of downloading media illegally is not allowed. This includes Kazaa, Bear Share, Morpheus, Lime Wire, etc. This type of software is prohibited on school-issued laptops. All laptops have music and video playing and editing software for LEGAL media only. No password cracking or hacking software of any kind is permitted.

### *Intellectual Property*

From library databases to Wikipedia, there's an endless supply of information at your fingertips. Students must cite any resources used when completing and submitting work. APA, MLA or other styles as dictated by the teacher may be used. Resources such as bibme.org and the References tab of Microsoft Word may be utilized. Similarly, if a friend's work serves as inspiration for an assignment, give them credit too.

All community members are expected to respect intellectual property and copyright laws. All electronic content used in any school publication, assignment or project must be created by and credited to a community member unless the source is properly cited and permission is obtained from the author or publisher. Files downloaded through the school's network should be used for educational or operational purposes only and only with the permission of the author or publisher. Fair use guidelines may be followed for downloads and use of copyrighted material used in lessons, student work or other educational forums.

In addition, community members have a right to reasonable self-expression in online communications and digital forums. This does not extend to the creation or display of content that is inappropriate, disrespectful or otherwise harmful to others. All reasonable effort will be made to ensure that the diversity of opinions and beliefs represented in our school community are allowed equal expression and recognition.

### **Printing**

NSHAHS has a black and white printers on all three floors and the library for students to print assignments.

Students are only permitted to print one copy of a class assignment at school. If multiple copies are needed, open a tech support ticket to request an override by the tech department with justification. This may or may not be approved. Color copies need teacher approval and an open support ticket.

Students need to remember to retrieve any document that they send to be printed. Student printing restrictions are as follows:

- Freshmen & Sophomores are issued \$2 per week (every Sunday) for printing. (Juniors and Seniors are issued \$4 per week). This money is not cumulative so it does not roll over from week to week.
- Each print job costs 10¢ per page.
- Students may not print more than 11 pages at a time and documents may not be printed more than once.

To save paper and toner, and reduce our carbon footprint, all students and staff are encouraged to online document submissions whenever possible.

### **Laptops**

Since every student has school-approved laptop to keep, students are not permitted to bring in personal laptops from home. Only Windows laptops are in use at school. The school-approved laptop is the students' responsibility and repairs must go through the warranty plan or store purchased from.

Students must keep it charged, in a case, and safeguard it from accidental drops or spills. In the event of a problem, laptops should be first taken to the Technology office for evaluation. If the problem is simple, the technology will assist. However, if not, the next course of action will be determined and communicated to the student. Repairs for these issues and all physically-damaged laptops are the responsibility of the student. The student may be responsible for the costs of such repair.

It is the students' responsibility to ensure that laptops are plugged in each night to assure a full charge the following day. Having no battery left is not an excuse for inability to participate in class lessons requiring the use of the laptop. If students find that the laptop has low battery towards the end of the school day and they need it for late period classes, they must find time to charge the laptop during free periods earlier in the day.

The laptop is the student's personal property and they are responsible for its condition. Students must show maturity when storing it, transporting it, and using it. That means keeping the laptop in a safe and secure environment at all times. If the laptop is lost or stolen, a new laptop will have to be purchased.

### **Staff Responsibilities**

In order to comply with the provisions of this policy and the Children's Internet Protection Act, faculty and staff members must:

1. Educate all students about the guidelines contained in this policy and supervise and monitor their online activities.
2. Take reasonable measures to prevent students whose parent/guardian has denied permission from engaging in independent Internet activities.
3. Take appropriate disciplinary actions when students violate this policy.
4. Report serious policy violations to an administrator.
5. Report illegal, obscene, or inappropriate information to the Technology Department.
6. Never facilitate collection of private information about students by any Web site.
7. Contact an administrator when inappropriate student use of the Internet outside of school comes to their attention so that the matter can be investigated, parents may be notified, and appropriate action may be taken to minimize disruption to the educational environment and ensure the safety and well being of children. All of the above notwithstanding, parents are ultimately responsible for the appropriate behavior of their children when using computers or personal communication devices outside of school and should address any misuse or misbehavior.

### **Tech Department Services**

#### **Loaner Cart**

In the event that you forgot your laptop, or it is out for repair, NSHAHS has a limited number of loaner laptops that may be borrowed. These are on a first come first served basis and require adherence to the following guidelines:

1. You may borrow a loaner for one day at a time. They may not be taken home.
2. You must leave your WORKING cell phone in exchange for the laptop. You will call Mr. Mo from that phone before receiving the laptop. Wallets or other personal items will not be accepted as collateral.
3. You must bring the laptop back prior to 4:40 pm (1:40 on Fridays). At this point, you will get your phone back.
4. This is not a permanent solution. It is not a replacement for stolen or lost laptops. You can borrow a laptop for no more than 2 consecutive weeks.

#### **Charging Stations**

There are several charging stations around the building including student lounges, library, cafeteria, etc. It is the students responsibility to monitor devices and collect them when leaving the area. NSHAHS is not responsible for lost devices.

School community members have a right to use computing resources safely. This pertains to physical safety as well as safety from inappropriate, disrespectful or otherwise harmful content. All community members are asked to follow ergonomic guidelines, including maintaining proper posture, taking regular breaks when engaged in repetitive activities such as typing, and arranging displays so that they can be viewed while sitting in a neutral position. All content viewed on computing devices on school grounds should be age-appropriate for all potential viewers. The school administration reserves the right to remove, filter or block content that could be construed as inappropriate, disrespectful or otherwise harmful. Some general guidelines for community members include:

- Respect the personal safety, privacy and dignity of every community member.
- Protect private or identifying information by not disclosing or publishing such information in any online forum. This includes the distribution or external publication of still images or video clips of any community member without their express permission. Follow the guidelines in the Internet Publishing Policy to determine whether, and under what circumstances, names, photos, videos, school work, or other student or staff content may be published on public Web sites, including social networking sites. Content of this nature cannot be published through our network or by other means without obtaining prior written authorization from the student's parent/guardian, as well as the permission of the principal or his/her designee and the staff member.
- Report dangerous or unhealthy conditions related to computing equipment or the operating environment.
- Notify the school administration of any electronic activity, on or off campus, that puts a student or other community member at risk or is hurtful, embarrassing or offensive.
- Refrain from viewing, downloading, copying, or distributing inappropriate, disrespectful or otherwise harmful content on any electronic device on school grounds; report the accidental exposure of a student to such content to the appropriate division director immediately.

At NSHAHS, students are educated about Internet safety and appropriate online behavior. They are educated about cyberbullying and other unacceptable online activities.

- Students should never make appointments with people they have met online without prior written authorization from both a parent/guardian and a building administrator or his/her designee.
- Students may not access or view the content of any user folder or Google Drive contents other than their own without the express permission of the content owner.
- Students may not utilize online social networking sites or other Internet tools or texting to bully, degrade, incite, make fun of, or otherwise antagonize a fellow students, faculty or staff member. Such behavior, whether on school grounds or otherwise, is grounds for disciplinary action.

While the school encourages appropriate electronic communication among students, parents, and staff, staff members are advised to use discretion if making these online connections on social networking sites and should always maintain a separation between their personal lives and their professional responsibilities. Please be aware that faculty and staff members are only to interact online with current students in school-sponsored "spaces," including school email and school designated resources. Commercial social-networking sites such as Facebook, Instagram, Snapchat, Twitter or others not listed

## Ethical & Legal Issues

Use of our computer network must conform to school policies and local, state and federal laws. The following are prohibited:

1. Use of our network to access, store, distribute or promote illegal activities, obscenity or any other material deemed inappropriate or harmful to minors.
2. Use of our network to install, use, store, duplicate or distribute personal software or copyrighted materials without the license to do so, including software, files, video clips, photographs, graphics, text, music, or speech.
3. Use of our network to transmit computer viruses.
4. Use of our network to plagiarize, in part or whole, the intellectual property of others, including the work of fellow students or any published content whether in print or electronic format.

### Consequences for Violation

Violations of these rules may result in disciplinary action, ranging from the loss of a user's privileges to use the school's information technology resources up to and including suspension or expulsion depending on the degree and severity of the violation.

If there is even a modicum of reasonable doubt that you have not adhered to the terms of this AUP or if you have authored or contributed to any digital artifact that may be construed as cyberbullying, threats to oneself or others, derogatory comments towards or about peers or staff, or any other significant violation, you may be summarily suspended or expelled at the discretion of administration.

**After reading all pages of this Acceptable Use Policy and the appendices, please login to the Enrollment Portal to accept the terms of this agreement online. Failure to complete this step will result in not receiving your laptop.** For your reference, this Acceptable Use Policy is available electronically on our web site ([www.nshahs.org](http://www.nshahs.org)), and additional print copies can always be obtained from the Technology offices. Any use of computing resources that violates the restrictions

outlined in this policy or fails to uphold the values of the school will result in consequences for inappropriate behavior as outlined in the school handbook. The school administration reserves the right to remove any electronic content stored on school computers or devices that is not for educational or operational purposes or that it deems inappropriate, disrespectful, or otherwise harmful. The school administration reserves the right to restrict access to network resources for community members that fail to observe the guidelines of this policy.

**ACCESS TO THE NSHAHS COMPUTER SYSTEM IS A PRIVILEGE. VIOLATING THE LETTER OR SPIRIT OF THE ABOVE REGULATIONS MAY BE CAUSE TO LIMIT OR DENY A STUDENT'S ACCESS TO THE NSHAHS COMPUTER SYSTEMS AND MAY RESULT, EVEN ON A FIRST OFFENSE, IN DISCIPLINARY ACTION.**

## **Nine Elements of Digital Citizenship**

(Adapted from [http://www.digitalcitizenship.net/Nine\\_Elements.html](http://www.digitalcitizenship.net/Nine_Elements.html))

Digital citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use.

### **1. Digital Access:** *full electronic participation in society.*

Technology users need to be aware of and support electronic access for all to create a foundation for Digital Citizenship. Digital exclusion of any kind does not enhance the growth of users in an electronic society. All people should have fair access to technology no matter who they are. To become productive citizens, we need to be committed to equal digital access.

Digital Access at NSHAHS: All students, faculty, and staff have access to technology resources. This includes laptops, printers, digital cameras and other multimedia devices, Interactive Boards and other technological tools.

### **2. Digital Commerce:** *electronic buying and selling of goods.*

Technology users need to understand that a large share of market economy is being done electronically. Legitimate and legal exchanges are occurring, but the buyer or seller need to be aware of the issues associated with it. At the same time, an equal amount of goods and services which are in conflict with the laws or morals of some countries are surfacing (which might include activities such as illegal downloading, pornography, and gambling). Users need to learn about how to be effective consumers in a new digital economy.

Digital Commerce at NSHAHS: Faculty and staff may engage in online purchasing for school resources, however students may not use school technology for online purchasing, selling or trading.

### **3. Digital Communication:** *electronic exchange of information.*

One of the significant changes within the digital revolution is a person's ability to communicate with other people. The expanding digital communication options have changed everything because people are able to keep in constant communication with anyone else. Now everyone has the opportunity to communicate and collaborate with anyone from anywhere and anytime. Unfortunately, many users have not been taught how to make appropriate decisions when faced with so many different digital communication options.

Digital Communication at NSHAHS: Students and teachers alike are embracing technologies such as blogs, wikis, Twitter, Skype, Google Apps and other online communication tools to foster shared learning and knowledge building. Moodle provides students and faculty a forum to communicate online, discussing classroom and school topics while at home or simply as an extension to classroom discussions. As a school, NSHAHS is utilizing social media to communicate with constituents. It is your responsibility to conduct yourselves in a manner appropriate for external communication, remembering that you represent NSHAHS in your words and actions.

### **4. Digital Literacy:** *process of teaching and learning about technology and the use of technology.*

While schools have made great progress in the area of technology infusion, much remains to be done. A renewed focus must be made on what technologies must be taught as well as how it should be used. New technologies are finding their way into the work place that are not being used in schools (e.g., videoconferencing, online sharing spaces such as wikis). In addition, workers in many different occupations need immediate information (just-in-time information). This process requires sophisticated searching and processing skills (i.e., information literacy). Learners must be taught how to learn in a digital society. In other words, learners must be taught to learn anything, anytime, anywhere. As new technologies emerge, learners need to learn how to use that technology quickly and appropriately.

Digital Literacy at NSHAHS: Students are instructed on various technologies and appropriate usage, beginning with the Freshman technology class. In addition to offering business and technology classes, core subjects in both secular and religious studies utilize technology throughout the curriculum to expand the ever growing knowledge base of available tools and strategies towards digital literacy.

The goal of Digital Literacy at NSHAHS is not simply to teach technology for technology's sake, but to explore how technology can be leveraged to explore all areas of curriculum, and to learn technological skills that will be required in all future careers. Over time, each student will be assessed for digital literacy and an individualized technology plan to help students overcome gaps will be implemented.

### **5. Digital Etiquette:** *electronic standards of conduct or procedure.*

Technology users often see this area as one of the most pressing problems when dealing with Digital Citizenship. We recognize inappropriate behavior when we see it, but before people use technology they do not learn digital etiquette (i.e., appropriate conduct). Many people feel uncomfortable talking to others about their digital etiquette. Often rules and regulations are created or the technology is simply banned to stop inappropriate use. It is not enough to create rules and policy, we must teach everyone to become responsible digital citizens in this new society.

Digital Etiquette at NSHAHS: Digital Etiquette includes computer usage, online communication, and respect for others ideas. As such, plagiarism, cyberbullying, misuse of computer technology and a general lack of respect for digital technologies will not be tolerated. Examples include, but are not limited to, placing documents on shared drives that contain private information, distributing documents that contain inaccurate and potentially harmful information about others, posting online information about others that they do not want posted, intentionally damaging technology equipment and submitting the work of others as your own. All students are expected to comply with acceptable use policies, and the Technology Department is always available to explain anything that is not clear in the policy document.

### **6. Digital Law:** *electronic responsibility for actions and deeds*

Digital law deals with the ethics of technology within a society. Unethical use manifests itself in form of theft and/or crime. Ethical use manifests itself in the form of abiding by the laws of society. Users need to understand that stealing or causing damage to other people's work, identity, or property online is a crime. There are certain rules of society that users need to be aware in an ethical society. These laws apply to anyone who works or plays online. Hacking into others' information, downloading illegal music, plagiarizing, creating destructive worms, viruses or creating Trojan Horses, sending spam, or stealing anyone's identify or property is unethical.

Digital Law at NSHAHS: Unethical and/or illegal activities performed by members of the NSHAHS community utilizing school equipment, or otherwise representing NSHAHS online or at school, will not be tolerated. This includes intentionally introducing viruses, spam, worms or other malicious code into the network; sharing copyrighted material, music or videos; sharing passwords with friends or teachers; and other related activities.

### **7. Digital Rights & Responsibilities:** *those freedoms extended to everyone in a digital world.*

Just as in the American Constitution where there is a Bill of Rights, there is a basic set of rights extended to every digital citizen. Digital citizens have the right to privacy, free speech, etc. Basic digital rights must be addressed, discussed, and understood in the digital world. With these rights also come responsibilities as well. Users must help define how the technology is to be used in an appropriate manner. In a digital society these two areas must work together for everyone to be productive.

Digital Rights & Responsibilities at NSHAHS: It is the expectation that all community members should be treated fairly as a digital citizen and that each will abide by the guidelines set forth in this document and the AUP. As such, each student has the right to express themselves freely online and in digital communications (as long as it does not violate the guidelines listed here). It is also expected that students will reach out to the larger community and world through online resources in order to expand the learning possibilities that exist in the collective world.

### **8. Digital Health & Wellness:** *physical and psychological well-being in a digital technology world.*

Eye safety, repetitive stress syndrome, and sound ergonomic practices are issues that need to be addressed in a new technological world. Beyond the physical issues are those of the psychological issues that are becoming more prevalent such as Internet addiction. Users need to be taught that there inherent dangers of technology. This includes a culture where technology users are taught how to protect themselves through education and training.

Digital Health & Wellness at NSHAHS: Students, Faculty and Staff should strive to create a comfortable working environment when using technology resources. In addition, students should understand how to stay safe online, proactively manage their online reputations and promote online safety among their peers.

### **9. Digital Security (self-protection):** *electronic precautions to guarantee safety.*

In any society, there are individuals who steal, deface, or disrupt other people. The same is true for the digital community. It is not enough to trust other members in the community for our own safety. In our own homes, we put locks on our doors and fire alarms in our houses to provide some level of protection. The same must be true for the digital security. We need to have virus protection, backups of data, and surge control of our equipment. As responsible citizens, we must protect our information from outside forces that might cause disruption or harm.

Digital Security at NSHAHS: School-issued laptops have pre-installed anti-virus software. In addition, students with Windows laptops have dual authentication including login credentials and fingerprint scans. Data stored on student laptops or local drives of faculty and staff laptops or workstations are not backed up so you should make sure that you have redundant copies of important files or cloud-based storage. It is important to note that no technology is ever 100% fail-proof and there may be occasions where data is lost. However, taking precautions to prevent this as much as possible are recommended. Students must follow the AUP guidelines on backing up their data, and faculty and staff are encouraged to use cloud-based storage over network drives.

Please follow the guidelines below for all of your print jobs and teach and hold students accountable for doing the same:

## General Guidelines

- Printing falls under the purview of the technology Acceptable Use Policy.
- **ONLY SEND A DOCUMENT TO THE PRINTER ONCE:** If your job does not print, you either have selected the wrong printer or there is a problem that needs technical attention.
- **WHEN YOU NEED MULTIPLE COPIES:** Teachers: Print one document and take original to a copy machine for duplication. Copy machine costs are much more reasonable than printer costs. Students: Open a tech support ticket.
- **NEVER PRINT DRAFTS IN COLOR.** Avoid printing draft documents, unless absolutely necessary. Drafts should be reviewed on the computer before printing final versions.
- **PRINTING IS FOR SCHOOL USE ONLY:** Printing & copying for personal use is discouraged.
- Every attempt should be made to limit printing to items that are absolutely necessary so that printing capabilities are available for the entire school year.
- Adjust margins and font size to conserve pages.
- **RESPECT the Printer areas.** Pick up your printouts in a timely fashion. If you see printouts in the output tray, move printouts that are not yours to the designated "NOT MINE" bins, where available, or to a pile near the printer, to avoid paper jams.
- Remember to pick up your printouts immediately upon printing.
- Use File>Print Preview to proof in advance. Always double-check the printer that you are printing to. Your last printer settings can 'stick' resulting in unintended printing to color printers.

## Black & White Printing

### Students Guidelines:

- Use double-sided printing whenever possible.
- Use your judgment about printing documents, keeping in mind the student printing restrictions as follow:
  - Freshmen & Sophomores are issued \$2 per week and Juniors & Seniors are issued \$4 per week (every Sunday) for printing. This money is not cumulative so it does not roll over from week to week.
  - Each print job costs 10¢ per page.
  - Students may not print more than 11 pages at a time and documents may not be printed more than once.
- Be conscientious about printing in general. Only print documents that are absolutely necessary in hard copy form. Hand in assignments via email, Google Drive or Moodle whenever possible.

### Teacher and Staff Guidelines:

- All documents greater than 10 pages should always be printed only once on the printer. Duplicates should be sent to the copier
- Use double-sided printing whenever possible.
- Print to copiers instead of local printers whenever possible.
- Be conscientious about printing in general. Only print documents that are absolutely necessary in hard copy form. Accept assignments and other projects from students via email, Google Drive or Moodle whenever possible (and do not then print the assignments yourself).

## Color Printing (Teacher and Staff Only)

- Be especially conservative when it comes to printing images, backgrounds or fonts requiring heavy toner usage (e.g. PowerPoint slides)
- Use good judgment when using color. Color is supposed to enhance a final product, not dominate it!
- Reserve color printouts for:
  - Important parent, school, and community communication, including publications.
  - Final outputs and special projects (final versions only) that will be showcased.
  - Do not print the following items in color:
    - Images (from Google images, for example) or other graphical outputs
    - Web pages
    - Worksheets or other documents for students where color does not add value to the content. (For example, this would exclude a biology worksheet depicting the muscular system which requires color to see the granular details but includes a question sheet for homework with the title in color)
    - Rough drafts or works in progress.
    - Entire documents where only 1 or 2 pages are color (e.g. The front page of a report). Print the color page(s) in color and the rest in black and white.
  - Any and all types of documents that are **just as effective in black and white.**



This policy is intended to ensure that school-sponsored Internet content supports the educational mission of the school and disseminates appropriate and timely information to the local and global community without compromising the safety and privacy of our students and staff. Teachers and students are encouraged to take advantage of educational opportunities beyond the four walls of the classroom and embrace the benefits of twenty-first century learning.

Internet publishing offers an educational activity through which students gain experience in responsible use of the Internet. The rights of students to express their views online shall be limited solely by those restrictions imposed on all citizens generally and those specifically designed to protect children and youth in a school setting. Internet publications, including online student newspapers, are intended to provide an opportunity for student expression, but they are not public forums. North Shore Hebrew Academy High School is ultimately responsible for the content published on the Internet through activities sponsored teachers in the school.

**Guidelines:** All guidelines for posting school-sponsored online content, whether hosted on the official NSHAHS website or through another Web hosting service, shall be consistent with this and all other school policies, including but not limited to the NSHAHS Acceptable Use Policy (AUP) and Digital Citizenship Guidelines, and the behavior expectations as stated in student, faculty & staff handbooks.

### **Photographs and Videos:**

1. Photographs and videos that visually identify students by full name may be published online if access is secure and limited to the parent/guardian, student or staff. In addition, they may be published online with prior written parent/guardian consent.
2. Photographs and videos that do not visually identify students, or that only use a first name, may be published online.
3. Photographs and videos of staff members may be published online with their consent.
4. Photographs and videos of facilities, instructional objects, or student projects may be published online.
5. Audio recordings of performances and narration done by students may be published online subject to applicable copyright laws.

### **Personal Information:**

1. Last names of students may be published online only with prior written parent/guardian consent.
2. Notwithstanding the above provisions, any other personal student information may not be published online unless access is secure and limited to the parent/guardian, the student or designated staff.
3. Notwithstanding the above provisions, textual, artistic, photographic or video work attributed to a student may be published online. Student work may be published online with the consent of the student.

### **Web Pages and Internet Links:**

1. Staff members and affiliated parent organizations may upload content online for a school, department, grade level, class, club, team, or parent organization web site as long as they adhere to all provisions in this policy and those in the NSHAHS AUP. These staff members and affiliated parent organizations have the primary responsibility for complying with this policy and all applicable laws..
2. School web sites and affiliated parent organization web sites shall include a prominent link back to the school home page. Department, grade level, class, club, or team web sites shall also include a prominent link back to the school home page.
3. The content of web pages must conform to all school policies and state and federal laws and cannot:
  - a. promote illegal activities
  - b. promote any form of discrimination
  - c. violate copyright laws
  - d. plagiarize, in part or whole, the intellectual property of others
  - e. campaign for the election of candidates for any public political office
  - f. contain commercial advertising
  - g. disparage, insult or demean any individual or group
  - h. be used to transmit viruses
  - i. include public electronic forums that facilitate immediate and/or unmediated posted messages
4. Students may create new web pages, modify existing web pages or upload content directly to a web site, as part of a classroom or club activity but only with the authorization and supervision of a designated staff member.
5. Links to externally published web pages are based solely on their educational relevance and should be reviewed periodically by the web page designer due to the transient nature of the medium.
6. Links to personal home pages or personal email accounts of students are not permitted.
7. Links for advertising or profit-making purposes are not permitted unless they are directly related to a school or PTA fundraiser.

North Shore Hebrew Academy High School adheres to the NYSED Data Privacy & Security Policy as required by NY State Law. This includes protection of student data and all infrastructure related to student data.

For more details, review the documents linked below.

### **Bill of Rights for Data Privacy and Security (Parents' Bill of Rights)**

The purpose of the Parents' Bill of Rights is to provide information to parents (which also include legal guardians or persons in parental relation to a student, but generally not the parents of a student who is age eighteen or over) and eligible students about certain legal requirements that protect personally identifiable information pursuant to state and federal laws.

[http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights\\_2.pdf](http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights_2.pdf)

### **Data Privacy and Security**

A detailed description of the policy.

[http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/master\\_seddataprivacyandsecuritypolicy\\_final\\_june-14-2021\\_0.pdf](http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/master_seddataprivacyandsecuritypolicy_final_june-14-2021_0.pdf)