

Responsible Use Agreement

Network Responsible Use Policy

The mission of Quest Academy is to provide gifted children with a challenging curriculum and a nurturing environment which emphasizes sound character along with scholarship and creativity.

Staff and students are expected to reflect and exemplify these values in work they accomplish here. The Quest mission and values extend to the tools we use to collaborate, connect, and create using technology in this institution.

What is responsible use?

Quest Academy-issued devices and technology should be used for educational purposes only. A good question to ask while using school-issued technology is: "Is this for school?"

Any use of school provided technology including handheld devices, computers, software, projectors, Quest Internet connections (Network), laptops, tablets and peripherals-*must* adhere to the QCV stated above.

These activities may include instruction, research, document and media creation, communication via email, downloading of digital educational files and videos, and any other related activity.

Occasional and incidental personal use of personal devices on our network is permitted with teacher permission, such as accessing a personal email account, general web browsing, or using provided tools that come packaged with the Quest learning environment. It is only when this personal use of devices interfere with the Quest learning environment or violate the law, that they become unacceptable.

What is non-responsible use?

Any use of technology that does not adhere to the QCV, is considered non-responsible. Our goal with technology at Quest, is to create a safe, creative environment for students to work in. Any behavior or activity that subverts or disrupts our learning environment is considered unacceptable for Quest Academy. These behaviors may include, but are not limited to:

- Using the Quest Network for work that is not considered educational.
- Damage of school technology property or software. Deliberate erasure of student files or school data.
- Using school-based email for non-school activities, such as commercial or political campaigns.
- Disrupting the educational environment.
- Violation of another's physical and digital property, including harassment, or non-solicited sharing of documents and digital media.
- Indecent activities.
- Activity that violates the law.

The Quest Network

The Quest Academy Internet (Network) consists of our gateway to the Internet, as well as any devices which connect to that network. Quest provides secure connectivity through wired

connections, as well as through wifi, or wireless connections. Any personal device which connects to our network, is considered part of our network, and should comply with our QCV. Regardless of the device's owner, Quest Academy requires personal devices to comply with our QVC.

Security and Data

Quest Academy actively uses Internet filtering and network security tools to provide a safe environment for students. There should be no expectation of privacy on our network. Student digital work, email, and Internet activity are actively being monitored for the sake of safety of all students. The school filter is also put in place to prevent "cyberattacks" or other outside viruses that may harm our educational environment.

All student and staff personal data at Quest is stored on a vendor-hosted Student Information System (SIS), with secure and limited access only to key administration.

Student digital work is saved in their secure Google Drive accounts until June 30th of their graduating year. They are provided instructions for retrieving their work before and after graduating. All student Google accounts are deactivated and deleted on June 30 after their graduating year.

Quest Academy also provides email archiving of all school email. This archive is done through Google, and is not stored on site. These records are only accessed in emergencies.

Google Apps

Quest Academy is a Google Suites for Education school (G Suites) . We utilize the G Suites tools and apps in every grade to a varying degree. G Suites gives us the ability to collaborate using Gmail, Docs, Sheets, Slides, Sites, and numerous other tools inside our Chrome environment. G Suites is a core part of our Online Learning Environment (OLE), and is a main part of the cloud tools that we use with students. Students in 4th-8th grade use Google Mail (Gmail) to correspond with teachers and students. Lower grades may have limited use of Gmail based on instructor rules for teacher-student correspondence.

The use of G Suites for learning, research, and writing has become a backbone of many of the creative endeavors here at Quest. **Collaboration and creativity** are key components to our learning environment at Quest, so we rely on these tools for streamlined productivity. The use of these tools is a privilege, and, referring to our QCV, we expect them to be used for educational purposes.

Student Cell Phones/Smart Phones

In regards to personal cell phones, Quest Academy allows students to bring cell phones/smart phones and have them on their person during school. They are only to be used with teacher permission. All devices must have cellular connections turned off (in Airplane mode), and must use the Quest Network for access when authorized. Use of air-card, hot spots, or personal routers is not permitted on any part of the school campus.

While on a field trip or extended trip:

- May accompany students as an added safety measure, but, just as at school, they must be turned off and kept out of sight.
- May be used with the permission and under the supervision of a teacher, administrator, or coach for a defined purpose during specified times.
- Will be collected in the evening by the trip supervisor and returned in the morning.

Quest Academy is not responsible for any loss or damage to cell phones or for any charges incurred for their use.

Consequences of Inappropriate Use of Cell Phones

If a phone is used outside these parameters, the student will be written up for an infraction and the phone will be confiscated and kept until a *parent* retrieves it. Electronic devices such as iPods or iPads and other such items are not permitted during the school day or during school activities, including field trips. Any Quest employee may confiscate a cell phone from a student who does not abide by the above guidelines.

Bring Your Own Device (BYOD)

With our Chromebook environment, Quest provides a custom Online Learning Environment through the Chrome browser. Quest has invested in apps and tools for this learning environment, including creative platforms and apps that can only be experienced on the Chromebook devices. Some Chromebooks have student response systems built into the device, and streamline instruction for everyone.

Student personal (home owned) laptop and computing devices are not permitted. Keeping the Quest Network a safe environment for *all* students is our biggest concern. Non-Quest managed devices create network vulnerabilities, and do not provide the same safety measures and filters that our Chromebook environment provides. Student use of home personal laptops, mobile devices, or any other allowed electronic devices that connect to the Quest Network, are subject to the Quest Core Values.

Exceptions: On infrequent occasion, students have creative work on a personal laptop, such as computer science work that Chromebooks are not able to accomplish. In such cases, permission to use these devices must be granted by the Technology Administration. All non-Quest owned devices must be documented with the Network Administrator before devices can be used. In any case, student personal laptops must connect to the Quest Network. Students are responsible for their home-owned devices. Quest Academy and its employees are not liable under any circumstance for loss or damage of home devices brought on campus.

As stated before, all devices (and behavior on those devices), which connect to our Quest Network, must adhere to the Quest Core Values. Do not bring in a personal device, if this is not possible.

Rights and Privileges

Privacy

The digital artifacts are the property of the users of the Quest Academy network and must be respected. Users have a right of security in their electronic work and communications as they do for the possessions stored in their locker. An electronic folder and email accounts, like lockers, remain secure from inspection unless, to the school administration, there is a clear need to search them. Under Illinois statute 105 ILCS 75/15, Quest may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. If it becomes necessary, Quest will provide notification to the student and his or her parent or guardian that the school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates Quest's policies or QCV. In the course of an investigation, the student may be

required to share the content that is reported in order to make a factual determination.

Safety

As a community, we expect to establish the same feelings of trust and safety from harassment using electronic communication which we establish in behavior and speech. Still, it will not be possible to have *all* communication conform to our higher standard because we cannot control information from outside our own community.

Intellectual Freedom

Computer users have the right to search freely, in appropriate areas, for information that supports their learning. A faculty member should be consulted if a student is in doubt as to the meaning of 'appropriate.' If you encounter inappropriate materials, you will turn off your monitor and notify a teacher immediately.

User Responsibilities

Treat one another with mutual respect and compassion. Words and images can hurt or heal. Therefore, you should be cautious and respectful in all communications. Online and digitally formatted gossip, inappropriate or offensive remarks, texts, postings, and images can be forwarded, replicated, and traced and have an unlimited lifespan and harmful effects on the Quest community.

Be honest. Lying, cheating, and stealing are wrong no matter how they are done. You will not plagiarize or represent another's work as your own. Usage of other sources, including images, music, text, video, and other digital copies must be acknowledged and permissions sought for your remix.

Share in the responsibility of keeping the school's computing resources and network functional and secure. Therefore you must not attempt to access another person's account or private files or misrepresent yourself as another. You must not modify or damage the school's computing resources. You may only load software with the permission of the teacher and the IT department. You must strive to not to waste resources, such as excessive printing.

Use computing resources and network to support your learning. You may only use computing resources, whether they are the schools or your own personal system when permitted.

Treat all Quest devices and equipment with respect and care. Students are expected to take care of their Chromebooks and any other Quest equipment that they have been given permission to use. Students who violate these rules or misuse their Chromebook or any other technology equipment will be charged for the replacement costs of damaged devices or equipment.

PARENT AND STUDENT AGREEMENT

FORM

STUDENT:

I have read and discussed with parents and teachers the Responsible Use Policy of Quest Academy. I understand that use of the Quest Network, Chromebooks, and devices **requires that I exemplify the Quest Core Values**. I understand that non-responsible use of the Quest Network and technology will result in loss of technology privileges. I will model responsible use of technology for all Quest students.

Student Name

First

Middle

* Last

Suffix

Grade

Student Acknowledgement: By checking this box, you acknowledge these policies.

Yes, I acknowledge receipt and understanding of this policy.

PARENT(S):

As the parent or guardian of the above-named student, I have read the Responsible Use Policy and I understand this agreement will be kept on file at the school. I understand that local network and Internet access are designed for educational purposes and that Quest Academy will take precautions to eliminate non-educational materials and activity.

However, I also recognize it is impossible for Quest Academy to restrict access to all non-educational materials. I will not hold the school responsible for materials downloaded from or transmitted over the network.

* Date

* Parent Acknowledgement: By checking the below box, I grant my student permission to use Google Apps for Education at Quest.

Yes, I acknowledge receipt and understanding of this policy and grant permission for my student to use Google Apps

* Title

* First

Middle

* Last

Suffix