



## HAMILTON HEBREW ACADEMY

### TECHNOLOGY POLICY & CODE OF ONLINE CONDUCT

## **TECHNOLOGY POLICY**

The HHA policy is intended to promote digital citizenship and a safe, productive, use of technology.

### **a. Acceptable Use**

Technology is a tool that can enhance education but must be used responsibly. Devices used at school must be used exclusively for educational goals:

- Technology can only be used when the teacher is in the room to monitor the use.
- Technology should never be used for entertainment purposes. (This includes games, videos, and general web browsing unrelated to class work.) Students should not be rewarded by teachers with entertainment time on computers. Students should never be using social media during school hours (Instagram, Snapchat, Facebook, etc.) No computers or devices may be used for “free time” in class.
- All videos must be approved by Rabbi Morel before showing them to your class.
- Students using Chromebooks must log in with their designated school email only. Using other personal emails or logins belonging to others is not permitted.
- Intentionally downloading, displaying, or sending inappropriate or offensive material or using obscene language is never permitted.

### **b. Cellphones & Personal Devices**

- Cell phones provide a safety net for students traveling to and from school and bringing them to school is allowed.
- All private devices must be turned off and stored in school bags from the time of the first bell through the sound of the bell at dismissal.
- No technology should be used during free time, Lunch or Recess.
- Cell phones, or other devices, brought to school are the responsibility of the students.
- The School is not responsible in case of loss, damage or theft.

### **c. Cyberbullying**

- Cyberbullying is the act of using a communication device to send images or text that are intended to attack, demean, or negatively impact another person or group.
- HHA has a zero-tolerance policy for this type of behaviour. Students that have knowledge of such activities should notify a staff member immediately. Actions deemed to be cyberbullying, even when done after school hours on private property, are deemed actionable by the school.

### **d. Music**

Some students learn better when listening to music. In those instances, with teacher permission, a child may listen to instrumental or Jewish Music only with a headphone in one ear. Staff who would like to play music for their class may play instrumental or Jewish music.

### **e. Filters**

HHA takes every precaution to filter content that is deemed inappropriate. However, safeguards can never be fully without fault. Proxy servers, or VPN services to bypass network limitations, should never be used or downloaded by students. When students are using technology for class work in class they must always be supervised by a staff member. The teacher must be able to see the students' screens.

### **f. Privacy & Monitoring Accounts**

Student computer files are not private. The school has the right to monitor and/or modify any information stored by students without prior notice. Information stored, including email communications, which contain unacceptable, inappropriate content, may be used in disciplinary proceedings.

### **g. Teacher Modelling**

Appropriate cell phone use should be modeled by the staff. Staff may use cell phones to communicate with one another in the building and for emergency purposes only. In such instances, the class should be explained why the phone is being used. Please do not use cell phones for personal use during your class time. Phones should remain on silent at all times.

**h. Videos & Films**

In general films or TV segments should not be shown at school to any age. If a teacher feels that a specific video or film may enhance the curriculum. it must be approved by Rabbi Morel prior to showing

**i. Audio Visual (AV) Equipment**

Class AV equipment may be used by students only with permission from their teachers.

**CODE OF ONLINE CONDUCT**

The Hamilton Hebrew Academy regulates access to and use of electronic technology and computer network and is governed by principles consistent with the Jewish values expressed in the school's philosophy. These are values that include honesty, the individual's responsibility to the community, and the respectful treatment of every person, *Derech Eretz*. Thus, electronic technology and computer network users are expected and required to avoid actions that are dishonest, unkind (such as personal attacks and invasion of privacy), invasive, and illegal (such as harassment, identity theft, libel, slander, vandalism, theft, inappropriate access), or in other ways inappropriate. Users found in violation of these guidelines risk having their privileges revoked.

Respecting the property of others includes intellectual property and the right of every individual to privacy and dignity in all realms of personal relationships, including electronic media. This policy is designed to outline the methods used to achieve this respect.

All policies, procedures, codes of behaviour, and rules of the Hamilton Hebrew Academy apply to those using online systems and resources provided by or on behalf of the School. The "Code of Online Conduct" pertains to the use of online systems and resources. This Code has been prepared to protect the rights and safety of all.

The Hamilton Hebrew Academy takes appropriate measures to ensure the security of the facilities and information that may be contained in them. The School reserves the right to monitor the use of online resources by all that access the systems.

On a global network such as the Internet, it is impossible to effectively control the content of information. On occasion, users of online systems may encounter material that is controversial and that other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, the incident must be reported immediately to an appropriate authority.

The Hamilton Hebrew Academy is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites, which contain material of a discriminatory or harassing nature.

Users of the School's On-Line systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

- Violates the confidentiality of any student, parent or colleague;

- Uses inappropriate and/or abusive language or conduct;
- Contains inappropriate religious or political messages;
- Violates or infringes the rights of any other person according to the HHA, Ministry of Education policies, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms;
- Attempts to hide, disguise, or misrepresent the identity of the sender; and
- is illegal or that advocates illegal acts or facilitates unlawful activity.

### **Prohibited Uses and Activities**

All users of The Hamilton Hebrew Academy's Online systems will not do the following:

Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.

Copy, transfer or use files, programs or any other information belonging to the HHA for any reason whatsoever unless the licensing specifically permits such actions.

Attempt to subvert the HHA networks by breaching security measures, hacking accessing records without authorization or any other type of disruption.

Taking ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creators and authors and therefore permission is required for its use. The use of copyrighted materials without permission can result in legal action.