



Woodland Star School: Technology Policy
(Revised February 2017)

As the integration and use of technology such as computers, phones, tablets and smartwatches continue to develop, it is prudent that Woodland Star defines how and when these forms of technology will be utilized to support education, as well as when these forms of technology hinder development. As a Village, it is vital that our technology be used in a manner that reflects our core values of passion, connectedness, innovation, respect, and environmental conservation. Incorporating technology in the classroom is always with the learner in mind. Technology can be used in differentiating student education, expanding the learner's experience, linking the student to other places in the world, creating and designing projects, and researching information that nurtures students' curiosity.

Encouraging children to interact intellectually, physically, socially, and emotionally with their environment is essential to growth. Bearing this in mind, it is advisable that our students have restricted times on electronic devices. In addition, while our school offers high levels of filters, these measures are not fully reliable in protecting children from harmful content. Lastly, appropriate handling of devices increases their life span, which benefits everyone. Below are what we expect from members of our Village:

1. Teachers and students will practice classroom etiquette with technology. This includes monitoring the volume of the devices, making sure the content is appropriate, and only using phones in the case of an emergency when classroom instruction is in process.
2. We ask that while children are at school they seek permission to use any device, even personal devices, so that their use can be monitored. They must also convey the purpose of using the device. Devices are not to be used during school hours (8:00 - 16:00) without the approval of a teacher.
3. Students may come to school with their personal devices and may lock them in the cabinets where technology is stored; however, the school does not take any responsibility for the safety and insurance of the device(s).

4. Students will handle technology with care, following instructions and protecting the devices.
5. Having and using technology is a privilege. Viewing and/or sending offensive or harmful content will result in a loss of that privilege, and may result in disciplinary action being taken. It is paramount that we respect those around us, as well as our children's moral and ethical development.
6. If a student receives a message, or comes across content that is inappropriate, the student will communicate this to the teacher right away.
7. Students will not use another person's device unless given permission by the owner AND the teacher.
8. The school community will continually explore what it means to be a digital citizen: "empowering students to think critically, behave safely, and participate responsibly in our digital world" (*Common Sense K-12 Digital Citizenship Curriculum, 2016*).
9. The school will continually seek to provide the best online security for our students.
10. If an individual suspects a possible security breach, the user will immediately contact their teacher.
11. If a device is intentionally damaged or grossly mishandled, the person whose care the device was under is liable to pay for repair or replacement of the device.
12. If a school device is taken off the school campus, with or without approval, and the device is damaged or stolen, the person whose care the device was under is liable to pay for repair or replacement of the device.