

# Frankel Jewish Academy Policies

## **PUBLICATION WAIVER**

Throughout the school year, students may have opportunities to see their work published on our website or the Internet for the community and the world to view and learn from. A student's work may only be posted at school with the approval of the staff member that assigned the work.

## **MARKETING WAIVER**

Periodically, reporters, photographers, or marketing professionals visit our school and want to interview or photograph our students. Please let us know if you permit us to use your student's photograph or interview for these purposes.

## **PARENT DIRECTORY**

We protect your privacy and do not share personal data outside our school community. Please let us know if you permit us to publish your phone number and email in our FJA directory.

## **ADMINISTRATION OF TYLENOL AND MOTRIN/ADVIL**

Students who develop headaches, other pains, or low-grade fever during the school day may request Tylenol and Motrin/Advil from the Frankel Jewish Academy office. Each child may receive the medication only once per week, and only twice per month. In the event that a parent wishes for their child to have these medications more often, or at a different dose, a special request must be made in writing to the office. These medications will be locked in the office, and will be administered only by designated office personnel. A medication log will be kept to ensure that a student does not exceed the allowed number of doses. Additionally, the student will have to complete a written form indicating that they have not had a dose within the preceding 6 hours.

## **SAFE HOMES PLEDGE**

I am committed to providing a safe environment for our children. In support of that goal, I pledge:

- To provide active chaperoning, to not allow alcohol, tobacco, or other drugs to be consumed by minors in my home, and to not allow opportunities for high-risk behaviors.
- To communicate with other parents and verify active chaperoning of student gatherings in order to promote a substance-free and safe experience.
- To communicate prevention and a strong "No Use" message to our children.
- To provide a secure place for the storage of all forms of alcohol, firearms, toxic chemicals, and other hazardous items.

## **ACCEPTABLE USE**

The focus of technology at Frankel Jewish Academy is to provide tools and resources to the 21st Century learner.

Our one-to-one program allows the student an individualized means to deepen and enrich their educational experience and to empower students to maximize their full potential.

Use of the school technologies is a privilege, not a right. Parents and students must realize that with this privilege, responsible and mature behavior must be fostered. Students must have the skills necessary to thrive and navigate their digital world.

Students must learn effective, appropriate, respectful, legal, and safe means of electronic communication.

Frankel Jewish Academy authorizes use of its computers, iPads, and other school issued equipment to support, deepen, and enrich the learning process as it relates to the school curriculum. Users are expected to abide by the guidelines

### **General Guidelines:**

1. Respect for and proper handling of equipment.
2. Malicious destruction, violation of user privacy, attempting to circumvent security settings, changing existing configurations, gaining access to files or resources that are not your own, will not be tolerated.
3. Students are responsible for all material sent by and/or stored on the devices loaned to them and accept responsibility for keeping devices free from all pornographic or inappropriate information.
4. Unethical use of technology systems, such as plagiarism, improper citation of any resources found online, or the viewing of any inappropriate information or materials, including software piracy, are in violation of the Mission of our school.
5. At FJA we share bandwidth. Interference that slows down our network or takes resources from the educational experience will not be allowed. This includes activities such as playing games, watching movies, personal shopping, and social networking, etc.
6. Never post personal information such as current location, addresses, phone numbers, photos, and videos. Students may not upload digital content (photos/videos of FJA students, faculty, or staff) to any website unless it is related to an academic class and the student has written permission from the teacher. The teacher must approve the recording of class sessions.
7. Passwords are private and to be shared with parents only. Do not share passwords with other students. Passwords must be changed from the default passwords provided by the school.
8. Students are responsible for their own files and management. The school is not responsible for lost data.
9. Ethical digital on-line behavior is part of the FJA Mission. Communication on public forums, such as social networks, blogs, twitter, etc. should be legal, appropriate, and responsible. Bullying or threatening language will not be tolerated.
10. Students may be selected throughout the school year to provide their iPad/computer for inspection. This includes all school-owned and personal devices.

11. Technical support is provided for school-owned devices such as computers, iPads, cameras, Internet access, the local area network, electronic mail, and file storage space. The technology department does not provide support to personal devices such as cell phones and home networks.

12. As new devices emerge, the Technology Department reserves the right to determine use in the classroom and at school.

#### **iPad Guidelines**

iPads should be brought to school daily and charged at home. iPad use in the classroom is determined by the teacher.

1. iPads are the property of Frankel Jewish Academy. Students have no ownership, interest, or right to title the device.
2. iPads provided by the school and personal iPads used at school must be named firstname.lastname and contain the school profiles.
3. The iPad assigned to you is for your personal use. It is not to be used by friends and/or siblings.
4. NEVER leave your iPad unsupervised. If the iPad is not with you, make sure it is in a safe (and temperature appropriate) locked area.
5. All iPads must be in an approved iPad case at all times. If a student chooses not to use the school issued case, the Media Center staff must approve the case selected.
6. You may update your OS, unless it is a major update.
7. You must have a passcode placed on the iPad. You must have an iTunes and iCloud account.
8. Students are responsible for their iPad cord and charger. If a student's assigned iPad cord and/or charger is lost, the student will be held responsible to purchase a replacement.
9. Clean the screen with a soft, dry cloth or anti-static cloth. Never use any liquid to clean any part of the iPad.
10. If an iPad is forgotten at home, the Media Center cannot provide a temporary device.
11. Damaged or stolen iPads must be reported to the Media Center staff immediately. A stolen iPad must be reported to the police and a police report must be turned in to a Media Center staff. Media Center staff reserve the right to choose if a student may or may not receive a temporary iPad due to theft, damage, or manufacture default. Students are still held responsible to complete schoolwork, with or without an iPad.
12. Safeware Insurance does not cover intentional damage, jailbreaking, or if the unit is broken outside of the United States. The student and/or parent will be responsible to reimburse the school \$399.00 plus the cost of the case, for the replacement of any lost or damaged iPad assigned to my child.
13. Students may be required to purchase apps for class. When purchasing apps, students are encouraged to use an iTunes or App Store gift card. We encourage students not to use a credit card for this purpose.
14. The iPads will be inspected at least twice a year, for general maintenance and condition of the device. At the end of the school year, a date will be announced on which students will either be asked to have their iPad checked by Media Center staff or to return the iPad if they are graduating or leaving the school. Any student that leaves the school permanently must return the iPad the day they leave. If an iPad is not returned, the school will not release a final report card or transcript.
15. The iPad can go home with the student and be used over the summer unless the school has reason to deny this privilege. The iPad cannot go home over the summer unless a contract has been signed designating the student will return the following year.
16. Students are expected to bring their iPads to school every day. If loss of the iPad occurs due to inappropriate use, all classroom assignments are expected to be completed. A temporary iPad or Macbook will not be available.

#### **Media Center Guidelines**

1. No food, drinks, or cell phones are allowed in the Media Center. Avoid drinking or eating around the laptops or iPads.
2. Broken equipment must be reported to a Media Center staff immediately.
3. The Media Center does not provide headphones for individuals. Students are responsible to provide their own.
4. Students are not permitted to use the Media Center copier.
5. Laptops are reserved for the classroom environment and not intended for personal use by students.
6. No personal computers are allowed at school without permission from the Media Center staff.

#### **Disciplinary Actions:**

In the event a disciplinary action is taken, students are held responsible to complete schoolwork. A temporary device will not be loaned during the school day.

Noncompliance with the Acceptable Use Policy may result in loss or restriction of privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Frankel Jewish Academy iPad/computer may be restricted or terminated.

Violations of the Acceptable Use Policy may result in disciplinary action up to and including suspension/expulsion for students. When applicable, legal action or law enforcement agencies may be involved.

#### **Dress Code Policy**

Please see attachment for an updated dress code policy.