



# Fieldstone Acceptable Use Policy

Updated August 2021

## Introduction

### Fieldstone's Instructional Philosophies and Educational Uses for Using the Internet

Fieldstone uses the internet and technology to enrich curriculum delivery, but also to make what is happening in the classroom more accessible to families and students.

Students from Junior Kindergarten to Grade 5 use the Google Classroom Platform supported with GSUITE. This allows teachers to post daily plans, assignments, and have a daily log of what is happening in the classroom. Parents are able to follow along by logging in.

Students from Grade 6 – 12 use Moodle and Office 365 tools to enhance their learning. This allows teachers to post daily plans and assignments, and to have a daily log of what is happening in the classroom. Students can use this platform to submit their assignments, receive feedback, as well as organize all of their course material in one place.

The internet is used also to give students and teachers access to the most up-to-date and current materials available. Textbooks are static, whereas the internet is an everchanging resource. In a world where everyone is becoming more connected and information is easier to access, it is important that students understand and use skills to evaluate what they are reading. This critical thinking will help them to become responsible global citizens.

Students and staff are reminded that using the internet and computer networks is a privilege - not a right. Connected devices (including cellular phones) should only be used for educational purposes. It is important that everyone recognizes that we are sharing bandwidth, so we should only use what we need.

### Definitions:

- **Network:** The Fieldstone Network consists of:
  - An intranet which connects to our server and connects internal devices.
  - A WiFi network (Fieldstone Guest, Fieldstone Staff and Fieldstone Secure)
  - Our internet connection

- **Educational purposes:** These refer to purposes that support learning in the classroom. Generally speaking, these are tasks that are specifically assigned by the teacher. These include but are not limited to:
  - Translation apps (when permitted by the teacher)
  - Research websites
  - Google Classroom
  - Office 365 Apps
  - Moodle
- **Cyberbullying:** Cyberbullying is the use of network platforms for the purpose of embarrassing, humiliating, tormenting, threatening or harassing another person.
- **Inappropriate Use:** This refers to any use of the school network or IT equipment for non-educational purposes. This includes but is not limited to:
  - Using excessive bandwidth through downloads
  - Personal chat program like QQ, WeChat, WhatsApp, Facebook Messenger etc. Personal Chat programs would include any messaging or commenting service that is not directly linked to the teacher’s instruction.
  - Visiting inappropriate websites that are not linked at all to the educational content of the Fieldstone curriculum. These would include but are not limited to:
    - Violent websites
    - Websites with nudity
    - Non-educational gaming websites
    - Gambling websites
    - Shopping websites.
  - Cyberbullying
  - Personal Music streaming or video streaming.

### **The Acceptable Use Policy Statement:**

Students can access the school Wi-Fi network for educational purposes using the Fieldstone Student Wi-Fi Network. Staff can connect devices to the Wi-Fi network using the Fieldstone Staff Wi-Fi Network. School set-up devices are connected to the secured Fieldstone Secure Wi-Fi Network. Students or staff accessing the Fieldstone Secure Network is strictly prohibited unless they are given access by an administrator. Network usage is regularly monitored and devices that are using too much bandwidth or using the wrong network will be blocked access. Any device that is flagged as suspicious will also be blocked.

Acceptable uses of the Internet are for Educational Purposes only. Many inappropriate websites are already blocked by our firewall. Students or staff who are found trying to circumvent the firewall restrictions or still visit inappropriate websites will be blocked network access. Students who engage in inappropriate will be dealt with as per our student code of conduct.

Users of our network drives agree to only access, edit or move files that belong to them or have permission to access, edit or move. We expect all areas of the internet to be treated with respect, which include Moodle, Office 365 apps, and Google platforms. Students must treat each other with the same respect that is expected during face-to-face interactions.

Students and staff are reminded to maintain privacy online. It is important that families and students understand the terms of agreement for the platforms used by Fieldstone school including:

1. Moodle
  - This platform retains your name, email address as well as the work you submit. We delete this data within 5 years of course completion. Moodle is hosted through [Lingel learning](#).
2. Google Classroom and GSUITE
  - Privacy policy can be found under the Google Education Terms of Use: [https://gsuite.google.com/terms/education\\_terms.html](https://gsuite.google.com/terms/education_terms.html)
3. Office 365
  - Microsoft's policies and procedures on privacy can be found here: <https://www.microsoft.com/en-ca/trust-center/privacy>
4. Turnitin.com
  - We use this service to help educate students on plagiarism and also to detect plagiarism. This is a part of our academic programme. Turnitin.com's privacy terms can be found here: [https://help.turnitin.com/Privacy\\_and\\_Security/Privacy\\_and\\_Security.htm](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm)
  - When you submit your assignment to turnitin.com it becomes part of the reference database of turnitin.com.
5. Gizmos
  - Privacy policy can be found here: <https://www.explorelearning.com/index.cfm?method=Controller.dspPrivacy>
6. Mathletics
  - Privacy policy can be found here: <https://www.3plearning.com/privacy/>

Students are reminded that personal information should not be transmitted online unless they trust the source and it is for educational purposes (e.g. submitting an electronic permission form).

## Acceptable Use Policy—Copyrights

Students and staff of Fieldstone King’s College School and Fieldstone Day School are responsible to respect copyright laws. Students and staff should post materials within the scope of these laws.

### Etiquette for Online Communications:

- Be polite and respectful
- Cyberbullying is strictly prohibited and will result in suspension of online accounts and discipline as per the student code of conduct.
- Use appropriate language.
- Use formal communication when a student is contacting a staff member.
- Respect yours and others privacy!
- Do not give out personal information.
- Type your message like using proper writing conventions. (e.g. do not type in all CAPS)
- Separate paragraphs with blank lines.
- Remember that anything shared digitally can easily be copied and sent to others. Do not write or post anything that you don’t want the world to see.
- Proofread email messages before sending them.
- During video conferences:
  - Mute your microphone when you first join
  - Avoid loud or distracting background noise.
  - Use your video camera when you first join to be a welcoming face. If bandwidth issues prevent this – follow the lead of the conference leader
  - Use the hand raise function if you have a question. Do not interrupt
  - Be on time and ensure you are familiar with the platform to ensure smooth and efficient conferencing can occur
- During online assessments:
  - Close all applications other than the ones authorized for the test.
  - Follow the invigilators instructions.
  - Share your screen and have your camera on you at all times
  - Be honest
  - Understand that due to the nature of digital invigilation, any unauthorized apps or suspicious behaviour may result in your results being cancelled.

Access to Fieldstone’s network is a privilege, not a right. Users who abide by this Policy will be allowed to access Fieldstone’s network and any other technological resources made available to them. Users who do not abide with the policies set forth herein may be denied access to

Fieldstone's network. Acceptable use practices, policies, and guidelines apply to anyone who accesses Fieldstone's network.

## **Fieldstone's Rights**

Users have no reasonable expectation of privacy concerning any materials transferred over or stored with Fieldstone's networks, even if protected by password. Fieldstone reserves the right to:

- Monitor all network activity
- Determine whether the uses of technology are consistent with this Policy
- Log technology use by users
- Determine what is appropriate use
- Remove user access to our platforms at any time it is determined that the user engaged in unauthorized activity or violated this Policy. This includes e-learners.
- Any Fieldstone administrator may suspend or terminate the account privileges of a student or user for any reason.