

# **Oakbrook Preparatory School**

## **Technology Responsible Use, COPPA & Privacy Policy**

### **Middle and Upper School Students**

**2019-2020**

*An annual signature is required by Student and Parent/Guardian to gain access to the OPS Network (wired and wireless), the Student's OPS e-mail account, and other School accounts.*

*If you have any questions about this policy, please contact Beverly Long, Alicia Womick or your grade level director.*

### **TECHNOLOGY RESPONSIBLE USE POLICY**

The Oakbrook Preparatory School Network is intended to enhance the educational resources of the School. The goal is to facilitate access to resources, improve communication, and encourage innovation. **Use of technology at school is a privilege** and its benefits are highly dependent on an atmosphere of mutual respect and trust as you explore the digital world.

It is the expectation of the School that students will behave in a lawful, ethical and respectful manner. There is no expectation of privacy when using the School's network. If a violation of this policy is suspected, private files or correspondence may be investigated, and social media sites may be monitored. It is important to recognize that behavior both on and off campus reflects on the reputation of the School. Failure to act responsibly may result in disciplinary consequences such as loss of e-mail privileges, loss of Network and Internet access, detention, suspension from athletic participation; suspension; or, in extreme cases, expulsion; or any other action the School deems appropriate. Oakbrook Preparatory School will cooperate with any law enforcement agency in the event of suspected illegal or inappropriate activities.

Oakbrook Preparatory School recognizes the value and potential of personal publishing in media and on the Internet; however, discretion should be exercised in any posting or publishing in media or on the Internet **regardless of the computer or network that is being used**. It is an expectation that a member of the Oakbrook Preparatory School community will not use the School name, its nickname, or symbol in any media content that is in conflict with the School's policies and standards for responsible behavior. This includes but is not limited to drug and alcohol references; prejudiced or discriminatory speech; reference to violent or illegal behavior; obscene pictures or language; assuming another person's identity; or language that is unsportsmanlike, demeans, libels, bullies, threatens, or harasses another individual or group. **Postings on the Internet are public and permanent**, regardless of privacy settings, so at no time are students to provide identifying or incriminating information that could put the School community at risk. In general, students should not be posting any material on social media sites that they would not want their parents, teachers, college admissions officers, or potential employers to see.

#### **As a OPS Middle or Upper School Student, I Agree To:**

- Practice responsible, balanced, and healthy use of technology both at school and at home.
  - Be solely responsible for the use of my own account both on and off campus, before, during or after the school day.

- Take care of my school-issued or personal device, protect it from damage or theft, and have it ready to use at school each day.
- Maintain the privacy of self and others.
- Always treat others in a respectful, positive and considerate manner.
- Represent the School in a positive light.
- Honor division, grade level, and classroom rules about inappropriate games, software, and instant messaging.
- Adhere to copyright laws, licensing agreements and terms and conditions of use.
- Be aware that technology is a shared resource and conserve the limited shared resources of the Oakbrook Preparatory Network and technology equipment (for example, by not streaming music or videos unrelated to school assignments).
- Report misuse of the technology of others and the Oakbrook Preparatory Network and technology equipment.
- Abide by further guidelines set by individual faculty for technology use in classes and public spaces.

**As a OPS Middle or Upper School Student, I Agree NOT To:**

- Share personal passwords or other private information about my account.
- Use another person's account, files, or passwords with or without their permission.
- Share personal or identifying information about any member of the School community.
- Use inflammatory, unsportsmanlike, derogatory, threatening, obscene, or pornographic language or pictures.
- Engage in cyberbullying, including harassing, denigrating, outing, tricking, excluding and cyberstalking.
- Impersonate others or re-post comments without permission of the original sender.
- Access or post information to inappropriate sites from devices on the wired or wireless Oakbrook Preparatory Network.
- Attempt to circumvent any web filters or safety measures blocking access to any sites.
- Alter, destroy, or obstruct the settings, configurations or resources of the Network.
- Connect any other equipment such as printers, routers or servers to the Network or install personal software on the Network or workstations without permission.
- Engage in activity that is illegal or for personal profit.

This is not intended to be an exhaustive list. Students should use their own good judgment at all times.

**COPPA (Children's Online Privacy Protection Act)**

**VERIFIABLE PARENTAL CONSENT**

In order for Oakbrook Preparatory School to continue to be able to provide students with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. Oakbrook Preparatory School utilizes several computer software applications and web-based services, operated not by Oakbrook Preparatory School, but by third parties. These include Dropbox, Evernote, Google Apps for Education, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school email address must be provided to the web site operator. Under federal law, these web sites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Oakbrook Preparatory School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This form will constitute consent for Oakbrook Preparatory School to provide personal identifying information for your child consisting of first name, last name, email address and user name to the following web-operators: Google Apps for Education, Dropbox, Evernote and to the operators of any additional web-based educational programs and services which Oakbrook Preparatory School may add during the 2014-2015 academic year.

## **COPPA and PRIVACY POLICY**

COPPA requires that web site operators never knowingly collect personally identifiable information from anyone under the age of 13 without prior verifiable parental consent. Pursuant to COPPA, Oakbrook Preparatory may collect personally identifiable information from students under the age of thirteen when such students use their Oakbrook Preparatory e-mail accounts to communicate with the School. A parent or legal guardian's consent is required for the School to collect any personal information that may be contained in the e-mail transmission.

## **AGREEMENT FORM**

As parent or legal guardian, I have read this Technology Responsible Use & COPPA Policy and have discussed it with my child.

On the associated signature Agreement Form, I grant permission for my student to use a personal computing device while at Oakbrook Preparatory School and to have access to the Oakbrook Preparatory School Network (wired and wireless), Internet, Oakbrook Preparatory e-mail account, and other School accounts. I further grant permission for the School to collect, use, and disclose personally identifiable information about my child, in accordance with the School's Privacy Policy, as a result of her access to and use of the Network, Internet, Oakbrook Preparatory e-mail account, and other School accounts. I understand that it is impossible for Oakbrook Preparatory School to restrict access to all controversial materials and will not hold the School responsible for materials acquired on the Internet. I understand that my child will face disciplinary action if he/she violates the Oakbrook Preparatory School Technology Responsible Use Policy, whether that misuse occurs on campus, or off, on School computers, or on technology that is privately owned.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent Signature: \_\_\_\_\_