

Baker Demonstration School - Summer Collaborative

Responsible Use Policy 2020

Purpose

The purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology by campers, staff and teachers in order to provide a safe, appropriate and effective learning environment for all at Baker Demonstration camp. References to technology include, but are not limited to the use of computers, mobile phones, tablets, etc. Baker provides technology resources to its campers for educational purposes. The goal in providing these resources is to promote creativity, collaboration and communication. While we want our campers to be active contributors in our connected world, we also want them to act safely, legally and responsibly. This Responsible Use Policy (RUP) supports our vision of technology use and is intended to clarify our expectations as they apply to technology usage. While using Baker technology, campers may access the Internet, web based tools and applications. These tools provide increased opportunities for learning in powerful, educationally relevant ways. In accordance with our goals and vision for 21st century learning, our campers may require accounts on third-party systems. Many of these accounts will be used for camp-related projects and accessed outside of camp for additional learning. The use of these accounts will help our campers to master the effective digital communication and citizenship skills necessary for higher education and the workplace.

Guided classroom use of interactive web-based tools such as learning management systems, and educational sites is the best way for campers to learn how to use them safely and responsibly. Such use will help campers develop the attitudes and skills that will help keep them safe outside of camp. Please see below for further information regarding COPPA Compliance.

Responsible Use and Digital Citizenship

Use of technology at camp is a privilege and its benefits are highly dependent on an atmosphere of mutual respect and trust as campers explore the digital world. We expect camper behavior in the digital world will reflect the same standards that we use face-to-face with others. Therefore, be cautious and respectful in all communications. Responsible use of Baker's technology resources is ethical, respectful, academically honest and supportive of the camp's mission. Online and digitally formatted gossip, inappropriate or offensive remarks, texts, postings, and images can be forwarded, replicated, and traced and have an unlimited lifespan and harmful effects on the camp community.

I Will:

- Be polite and treat others with respect at all times, both online and offline
- Treat all technology devices and resources with care and respect, and report any issues immediately
- Keep personal information private, including login information and passwords, and only share it with my parents/guardians, and teachers
- Adhere to copyright laws by appropriately citing the use of online resources, books and media
- Use only my Baker Gmail account for all camp-related correspondence and work
- Work only on the programs and websites my teacher tells me to use
- Tell an adult if I read or see something on a screen that is not appropriate for camp

I Will Not:

- Provide personal information about myself or others to anyone who I don't know
- Use technology to bully, hurt or tease other people
- Copy, damage or delete the work of others, including "hacking" other websites
- Log into another user's account or tamper with another person's files
- Search out, view or copy inappropriate pictures or information
- Use camp technology to buy, sell, or register for anything unless instructed to do so
- Load any personal software or apps onto camp resources without prior permission
- Use technology to facilitate illegal activity, for commercial or for-profit purposes
- Print anything that isn't absolutely necessary, and then only after asking permission from a teacher
- Destroy, vandalize, abuse the camp hardware or software. I will not eat or drink near computers or iPads, either in the classrooms, labs or anywhere in the camp
- Change, tamper with, or modify settings of any of the camp equipment or systems. Including, but is not limited to settings, software, downloads, hardware, etc.

- Access or try to access another person's files, folders, accounts, or work in general
- Re-use or re-distribute content created by others without their permission or violate copyright laws
- Access, post, or distribute offensive material including but not limited to obscene or explicit pictures, offensive comments or jokes, and harmful content
- Pretend to be someone else, spread lies, or harass others online including attempting to communicate with others who have asked me not to

I Understand:

- The use of technology at Baker is a privilege, not a right
- My use of camp technology, including my Gmail account through Baker's Google Apps for Education (GAFE) domain is not private. Teachers/ administrators may review my work and activities at any time
- Content that I create online might be seen or read by anyone in the world with access to the Internet, including my teachers, parents or peers
- It is my responsibility to abide by the terms and conditions of the Baker Responsible Use Policy
- Noncompliance with these rules and regulations can result in: a) disciplinary action consistent with camp policies and regulations; b) suspension of access to camp technology resources; c) revocation of Google account.
- Violations of law may result in criminal prosecutions as well as disciplinary action by Baker

COPPA (Children's Online Privacy Protection Act)

In order for Baker Demonstration camp to continue providing campers 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. Baker Demonstration camp utilizes a number of software applications and web-based services operated by third parties, such as (but not limited to) Google Apps for Education, BrainPop, Khan Academy, SeeSaw, TikiToki, Storyboard That, ThingLink, Tinkercad, Typing Club, Kahoot, and similar educational programs. In order for our campers to use these programs and services, sometimes certain personal identifying information, generally the camper's name and camp email address must be provided to the web site operator. Many sites do not require this information. Be advised that camper accounts (GAFE) are locked down so that campers are not able to communicate with anyone outside of the Baker domain. This form will constitute consent for Baker Demonstration camp 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 (3rd - 8th grade only) and to the operators of any additional web-based educational programs and services which Baker may utilize during the camp year. COPPA requires that website operators never knowingly collect personally identifiable information from anyone under the age of 13 without prior verifiable parental consent. Pursuant to COPPA, Baker may collect personally identifiable information from campers under the age of thirteen when such campers use their Baker accounts to communicate with the camp.

Parent & Camper Agreements

- I understand the responsibilities of safe and appropriate use of technology at Baker. I know and understand what I should and should not do, and agree to the terms and conditions of this agreement. I understand that these terms apply to the use of any and all of Baker's technology and software whether on campus or off, and includes the use of personal devices on Baker's property and/or network. I also understand that if I choose not to follow these guidelines, appropriate consequences will be given.
- By acknowledging receipt of this document, I give permission to Baker to create and manage third party accounts which are intended for campers to learn to use technology and then transition to using technology to learn. The law permits camps such as Baker to consent to the collection of personal information on behalf of all of its campers, thereby eliminating the need for individual parental consent given directly to the web site operator.