

Distance Learning in Secondary (Upper Primary, MYP and DP) Student Acceptable Use Agreement

As we enter a period of distance learning, it is important all stakeholders – staff, students and parents – understand the expectations for participating in remote teaching, learning and assessment. Within the context of distance learning, far greater responsibility is placed in the hands of students. Somersfield regards the use of school and personal computers and other electronic devices as a privilege that carries with it responsibilities on the part of students, parents, and teachers. In order to successfully manage their use, all parties are expected to use technology responsibly, respectfully, and safely.

Being a Good Digital Citizen with Online Distance Learning

Digital citizenship is so important and we expect the highest standard from all our learners. The way we use technology tools has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the principles of digital citizenship is essential for us to live our mission at Somersfield Academy to be socially conscious independent thinkers.

Any online communication should be something you would be able to say in person: this includes emails, instant messages, digital images/videos, or web postings in any of the online platforms. Be aware that anything posted on the Internet is permanent. **Think before you post.** Derogatory, obscene, or otherwise inappropriate e-mail exchanges, instant messages, digital images, or web postings are considered cyberbullying and are prohibited. Any form of social meanness and inappropriate behaviour using digital communication tools will be dealt with swiftly and will result in consequences.

Privacy and Student Data

Although each student has his/her own account, student computer files are not private. The Technology Department and supervising staff have the right to view and/or modify any information stored by student account holders, with or without prior notice. Information stored, including email communications, which contain unacceptable, inappropriate, or illegal content, may be used in disciplinary proceedings with students.

Below is a table that outlines the key applications students will use to navigate distance learning:

Application	General Use	Support
Microsoft Teams	<p>Students will be enrolled in several Microsoft Teams. Each Team is a hub for teaching and learning and allows for connectivity between teachers and students.</p> <p>Upper Primary Students will have a Homeroom Teacher Team and additional Teams for each Specialist Subject.</p>	<p>Upper Primary: Contact Jenaia Curtis and Renee Gilchrist: jcurtis@somersfield.bm rgilchrist@somersfield.bm</p> <p>IB: M3-DP1. Contact Kim Owens</p>

	<p>IB Students will have an Advisory Team and additional Teams for each of their IB courses.</p>	<p>kowens@somersfield.bm</p> <p>M1-M2. Contact Sharon Brown</p> <p>sbrown@somersfield.bm</p>
Managebac	<p>Managebac is a curriculum management system. Students and parents will find daily updates on MB to help guide learning. Check Managebac each morning for:</p> <p>Lesson Instructions; homework and assessment information and dates.</p>	<p>Upper Primary and IB:</p> <p>For curriculum-related questions, contact the respective teacher for support.</p> <p>For issues relating to access, passwords, account glitches, etc. contact:</p> <p>Anthony Outerbridge</p> <p>aouterbridge@somersfield.bm</p> <p>Charlie Judd</p> <p>cjudd@somersfield.bm</p>
Zoom	<p>Zoom is an effective video conferencing application that will be used consistently to support “live” lessons.</p> <p>Students need a device with a microphone, camera and speakers in order to participate on Zoom.</p>	<p>Upper Primary:</p> <p>Contact Jenaia Curtis:</p> <p>jcurtis@somersfield.bm</p> <p>IB:</p> <p>M3-DP1. Contact Kim Owens</p> <p>kowens@somersfield.bm</p> <p>M1-M2. Contact Sharon Brown</p> <p>sbrown@somersfield.bm</p>
Additional Applications and Software to enhance instruction	<p>Teachers will use a range of other platforms to engage students in learning.</p>	<p>A first step is to refer to the school’s website: www.mysomersfield.com and click on the e-Tools section (under Star e-Learning tab).</p> <p>Should you need additional support, reach out to the respective teacher using the application.</p> <p>As a final step, contact Anthony Outerbridge for support:</p> <p>aouterbridge@somersfield.bm</p>

Email Applications	All students and teachers are issued email accounts through the school via Office 365. Email is an effective means to encourage communication and connectivity between home and school.	All email exchanges between individual students and teachers should include a parent's email address. This is not required for any general informational emails that teachers send to students. Our goal is to use Microsoft Teams and Managebac as the primary communication tools.
Social Media Applications	Teachers will not be asking students to conduct learning using social media applications such as Whatsapp, Snapchat, Instagram, Facebook, etc. The school recognizes that such applications require a minimum of age of 13.	We ask for parents to assist with encouraging students to avoid using such social media application within the contact of teaching and learning.

Below is a list of devices we anticipate students will use to participate in distance learning (listed in order of preference):

Device	Intended Use	Support
Laptops or Desktop Computers (school or personal)	The computer provides the optimal distance learning experience	For issues with school-use laptops and tablets please contact Anthony Outerbridge: aouterbridge@somersfield.bm
Tablets / iPads	Distance learning can be managed using a tablet or iPads	
Smart Phones	Our goal is to limit student use of Smart Phones during distance learning. Although smart phones can be highly effective tools, our preference is focus on using computers and tablets as the preferred tools.	If possible, we ask parents, particularly of younger students, to avoid incorporating phones into distance learning if other tools are readily available. For older students, phones should not be the primary tool for learning. During "live" lesson, teachers will instruct students to limit phone usage and direct conversations using the chat and

		<p>video features of applications such as Teams and Zoom.</p> <p>In the event it becomes apparent that a student is struggling to manage technology within the context of distance learning, parents will receive notification from the school.</p>
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As a responsible user, I agree to:

1) Respect the privacy of myself and others

- I will not share my usernames and/or passwords with anyone except my parents and/or teachers.
- I will protect personal contact information and that of others, such as full name, home address, phone number, or any other information of a personal nature.
- I will never give out any personal information about myself or anyone else while online, unless given express permission by my teacher.
- I will alert my teacher if anyone ever requests personal information about me while online.

2) Respect and protect the intellectual property of others

- I will not participate in the making of illegal copies of music, games, movies, or written work belonging to others.
- I will not plagiarize when conducting research online.
- I will abide by the school's Academic Honesty Policy (Secondary).

3) Respect and practice the principles of community

- I will use appropriate language and practice the values of honesty, kindness, respect, and responsibility at all times when I use any electronic device.
- I will not use any form of electronic communication to disrupt, harass, frighten, intimidate, or disrespect anyone. (This includes email, ManageBac, YouTube, Facebook, Skype, Instagram, and any/all forms of electronic communication at school or at home).
- I will ask my teachers and/or parents for help if I feel uncomfortable about something I see and/or know to be unacceptable when I am using an electronic device.
- I will use the school's computers for educational purposes only and will only use programs and applications approved by my teacher.
- I will not stream music or video on any device, as this slows down the network. In particular, use of sites such as YouTube are not allowed. The only exception are sites approved by a teacher for an educational project.
- I will not play games on any device, unless it is an educational game, and I have been given permission by a teacher.

- I will not attempt to bypass the school’s website monitoring software to access forbidden sites.
- I will not use chat programs at school unless it is part of an educational project and I have been given permission by a teacher.
- I will send or display only appropriate messages, pictures, music, or any other media.

4) Respect and protect all electronic devices and materials

- I know I am responsible for the care and safekeeping of the devices I bring to school.
- I will take proper care of school equipment at all times. I recognize that laptops, tablets, computers, cameras, etc. are expensive learning tools, and I will treat them with respect and take special care to keep them from being damaged.
- I will report any damage or problems with a school owned device immediately.
- I will sign for all devices before borrowing them. I will place school laptops or tablets back where they are housed for safekeeping. (Secondary)
- I will print only with permission from my teacher, and when I print, I will make sure I only print what I need.
- I understand that the network bandwidth and printer paper/toner are shared and limited resources.
- I will not add passwords, photographs or software to the school iPads without the permission of a teacher.

Any violations of this Responsible Use Agreement will result in the suspension or denial of access to the school network and/or computer lab facilities, school tablets, and/or permission to use personal devices on school property.

By signing this, we acknowledge that we have read and understood the points above, and agree to them.

Student’s Name and Class (PRINT): _____

Student’s Signature / Date: _____

Parent’s Name (PRINT): _____

Parent’s Signature / Date: _____

Please have your child return the signed copy of this agreement to their a