

ISLAND PACIFIC ACADEMY
Use of Online Platforms
Responsibilities & Guidelines
2019 - 2020



ISLAND PACIFIC ACADEMY

In a place where values matter....

Mission

ISLAND PACIFIC ACADEMY empowers students to unlock their potential by providing a well-rounded college and career preparatory education that values each child's individuality, builds confidence and character, and inspires future success as engaged citizens and life-long learners

Vision

ISLAND PACIFIC ACADEMY Inspires and enables our students to "Go Forward with Confidence" (Imua Me Ka Ha'aheo) to become caring, contributing citizens who can succeed in an ever-changing world.

Agreements of our Community:

1. Aloha - Mutual respect
 2. Ho'olohe - Attentive listening
 3. Pono - Do what is right / Only put-ups
 4. Kuleana - Right to participate / Responsibility to participate
 5. Mālama - Take care of each other and this place
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GUIDELINES & REGULATIONS

School Property:

ISLAND PACIFIC ACADEMY provides each student with an IPA issued iPad for use for educational purposes. The Acceptable Use Policy (AUP) outlines the expectations of the use of the school issued IPA iPad. This IPA Online Responsibility Guide further clarifies the acceptable use of IPA devices, applications, and programs in the event that the school must move to an online teaching and learning platform. The Acceptable Use Policy, which can be found in the IPA Parent and Student Handbook 2019-2020, and this IPA Online Responsibility Guide work together to ensure the safe and effective delivery of curriculum in an online format to our students.

IPA Student's Technology Responsible Use Guideline:

1. Students are responsible to utilize the IPA issued iPad and all applications and programs in compliance with the AUP and the student code of conduct outlined in the IPA Parent and Student Handbook 2019-2020.
2. Students should never impersonate other students, teachers or any other person when logging in on Zoom, Google Meet/ Hangout, FlipGrid, or any other online learning platform. Impersonation is subject to disciplinary action.

3. Hacking or using another IPA account is NOT allowed and subject to disciplinary action.
4. Do not share your name, home address, email address, phone number, and any information about you with others on the Internet or on any video conferencing or social media platforms. Do not give out your password to anyone (even your best friend) other than your parents or guardian.
5. Never send a picture of yourself or video conference with anyone without the permission of your parents or guardian. If parents do not give permission for IPA to utilize a video conferencing platform, alternative means of communication will be found. Parent permission is a requirement.
6. Treat others online, the way you want to be treated. If you think you or your friends are being cyberbullied, tell your teacher or school administrator. Examples of cyberbullying are when someone bothers you, calls you names, threatens you, and/or picks on you while you are online.
7. Follow the IPA community guidelines and IPA 5-Agreements at all times when utilizing the online platform. Use good manners and good computer behaviors. Anything you post online will be viewed by others. Before posting something online, always question yourself, "Will my parents, grandparents, or teachers be proud of what I posted". Being a good online citizen means not doing anything that hurts others or is against the law.

Expectations of Students in the Online Environment:

IPA promotes digital citizenship and encourages all of our students to be courteous and respectful when communicating online, the same as when students are on campus.

IPA's Technology Department has the right to access all IPA issued devices and applications to monitor malicious content and behavior while on the internet. IPA reserves the right to confiscate IPA owned iPads if a student is found to be in violation of the Acceptable Use Policy or the Student Code of Conduct outlined in the IPA Parent and Student Handbook 2019-2020.

IPA Technology Department monitoring does NOT replace parental or guardian supervision. Parents and guardians are responsible for their student's online environment and content.

Harassment Reporting:

If a student is being harassed in an online environment, it is important for the student or parent/ guardian to report it immediately to a teacher, counselor or administrator via email.

Harassment comes in many forms, including but not limited to:

- Spam (unsolicited emails not pertaining to school)
- Threatening communications
- Offensive communications or any other kind of communication that solicits discomfort

Acceptable Use Guidelines for the Online Environment

This document describes the policies and guidelines for the use of the ISLAND PACIFIC ACADEMY program and exists to ensure that all IPA students are aware of and understand their responsibilities when accessing and using IPA devices and resources.

IPA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to IPA instructional computing resources. IPA instructional computing resources include the following but not limited to: iPad, software, or application that is owned, operated, or leased by IPA or IPA personnel.

IPA considers the participation in distance learning which includes, but not limited to, posting comments, turning in assignments, participation in video conferencing, responding to emails as attendance at school. Non-participation in distance learning will be addressed as an absence from school and administration will follow up.

As a parent of a student enrolled in IPA, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Acceptable Use Policy and Student Code of Conduct. Failure to follow these guidelines could result in:

- Removal of your access to IPA instructional computing resources, which could result in your inability to complete learning activities
- Suspension or expulsion from IPA
- Involvement with law enforcement agencies and possible legal action

Accountability:

Posting anonymous messages is not permitted. Impersonating another person is also strictly prohibited.

- Use only your own username and password, and do not share these with anyone.
- Change your password(s) frequently, to ensure the security of your device and identity.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately. This includes video, messages or materials from other students and teachers.
- Do not download, transmit, or post material that is intended for personal gain or profit, non-IPA commercial activities, non-IPA product advertising, or political lobbying on a IPA-owned instructional computing resource.
- Do not use IPA instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on IPA instructional computing resources that breaks the AUP or the Student Code of Conduct and that is not specifically required and approved for your assignments by a teacher.

Inappropriate Behavior:

Inappropriate behavior includes, but is not limited to:

- Insults or attacks of any kind against another person on any online platform.

- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain email, viruses, or other intentionally destructive content.
- Any disruptions during designated meeting times for virtual class discussions or activities including inappropriate language, posting pictures, images, disrespect for teachers or other students. The IPA 5-Agreements apply in the virtual classroom.
- Attending a virtual class or posting a profile picture that does not adhere to IPA's free-dress guidelines outlined in the IPA Parent and Student Handbook 2019-2020 page 50.
- Videoing or live streaming such as but not limited to: Facebook live, Google live, recording of teachers, conversations, etc. during class or video conferencing.

IPA Network Etiquette:

Parents and students are expected to follow the rules of network etiquette, or "netiquette." The word netiquette refers to common-sense guidelines for conversing with others online.

Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable and break the IPA 5-Agreements and the Student Code of Conduct.
- Use greetings when opening and closing an email.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful. Avoid "internet yelling" ie. using ALL CAPS.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses.
- Be appropriately dressed for online class or meeting participation by following IPA's free-dress guidelines outlined in the IPA Parent and Student Handbook 2019-2020 page 50.

Academic Integrity:

All work submitted is assumed to have been completed by the student. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrator and may result in loss of credit for the assignment, counseling with administrators and further disciplinary action. The IPA Academic Dishonesty Policy can be found in the IPA Parent and Student Handbook 2019-2020.

Plagiarism:

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. The IPA Academic Dishonesty Policy can be found in the IPA Parent and Student Handbook 2019-2020.

Specific examples of plagiarism that will not be tolerated are:

- Copying or re-phrasing another student's work
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it)
- Directly copying student aids (for example, Cliff's Notes), critical sources, or reference materials in part or in whole without acknowledgment
- Indirect reproduction of student aids, such as Cliff's Notes, Spark Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment
- Taking another person's thoughts, ideas or intellectual property and presenting it as your own in a submitted assignment

IPA Indemnification Provision:

IPA assumes no responsibility for information obtained via the Internet which may be illegal, defamatory, inaccurate, or offensive. IPA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. IPA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of IPA, its affiliates, or its employees. IPA assumes no responsibility for damages to the user's computer system.

Student Code of Conduct

The goal of ISLAND PACIFIC ACADEMY is to provide the best possible educational experience for each student. The use of online platforms to instruct students is also encompassed in our Student Code of Conduct from the IPA Parent and Student Handbook 2019-2020. In light of recent events and the need to move to an online platform, students must assume personal responsibility for their behavior in-person and online. Students share with the school community responsibility for continuing the high standards and excellence of IPA. IPA's Student Code of Conduct is based upon this responsibility. Understanding the information that follows is an essential responsibility of each student.

The IPA Student Code of Conduct coincides with the agreements that follow. Signing the Liability Release Agreement acknowledges the parent and student understanding of the expectations and consequences of non-compliance.

This IPA Online Responsibility Guide was adapted with permission from the Hawaii Technology Academy Use of Technology Responsibilities Guidelines 2019 - 2020. IPA thanks the administrators of HTA for their guidance and collaboration.

LIABILITY RELEASE AGREEMENT

I Understand and Agree

The purpose of this section is to set expectations for IPA parents. Students' success in an online platform is a primary goal of IPA and that can only be achieved if you, the parent, are successful. To that end, it is important that parents of IPA students understand and agree with the following expectations:

I accept the responsibility to supervise my student in using the online and home-based teacher-designed curriculum, and I understand that I am expected to be aware of the use of video conferencing by appointment as an additional tool used by my child's teacher. If video conferencing is not an option for my family, I understand an alternative means of communicating with the teacher will be provided.

I understand my student may utilize the IPA email, applications and various video conferencing tools by appointments made with individual teachers during the week. Teachers will be posting assignments and will be available a minimum of 9:00 am to 11:00 am Monday through Friday and during other times by appointment with students. I understand that the students and teachers will follow the IPA letter-day calendar as usual so that all stakeholders understand what day of the week assignments will be posted and teachers will be available.

I understand virtual conferencing is a tool that teachers may use but it is NOT required that all students utilize the tool. Other means of feedback and conferencing (i.e., email) will be utilized if this occurs.

I understand that participation in distance learning which includes, but not limited to, posting comments, turning in assignments, participation in video conferencing, responding to emails, will be considered attendance at school. Non-participation in distance learning will be addressed as an absence from school and administration will follow up.

I understand it is my responsibility to secure an Internet Service Provider.

I have reviewed the IPA Parent and Student Handbook and the Acceptable Use Policy and I understand the expectations of the school.