



AMERICAN ACADEMY
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Classroom Computer Monitoring Policy

This policy was approved by the American Academy Board of Directors on April 12, 2011.

Purpose

The purpose of allowing computers in the classroom setting is to enhance the student educational experience. In order to better facilitate oversight by teachers of student computer use, to eliminate the distraction and danger of unsupervised use of the internet, to eliminate the disruption caused by the use of unauthorized or inappropriate applications during instruction time, and to enhance teacher instruction capabilities in the classroom setting, student computers used in classrooms at American Academy (the School) shall all have computer monitoring software installed. The software is not intended to monitor student computer activity outside of the School's network at any time for any reason. As technology changes and new monitoring software or hardware options become available, the School reserves the right to upgrade and install such devices and/or software, as necessary, to serve the purpose stated above.

Monitoring Capabilities & Restrictions

The School's administration shall have authority to select the student computer monitoring software of its choice. The software shall be installed directly onto all School-issued computers that are intended to be used by students and/or the student's personal computer(s), should they elect to bring one into the facility. The School monitoring software shall only be active and functional while the computer is connected to the School's network (i.e. the School will not monitor a personal or School-issued student computer for any reason at any time when they are not connected to the School's network).

While any computer is connected to the School's network, the monitoring software should ideally allow American Academy teachers or administrators to do the following:

- Give tests and receive grading results instantly;
- Place the teacher screen onto student computers for close-up demonstrations and to lock the screen in place during instruction;
- Send messages to, and receive messages from, students;
- View and monitor student computer screens on their teacher or administrator computer;
- Control student computers from the teacher or administrator computer (for example, keyboard, mouse, screen);
- Allow or block certain web sites on student computers;
- Allow or block applications on student computers;
- View internet browsing history on student computers (subject to the restrictions set forth below).

Teachers and administrators shall *not* use Monitoring software to do the following:

- Monitor or review student computer use (including without limitation internet activities, keystrokes, application usage, or files) that occurs while the student computer is not at school;
- View a student using the student's computer camera;
- Monitor keystrokes at any time.

Use of Monitoring Software on Personal Student Computers

The use of personal student computers at American Academy is a privilege, not a right. It is the policy of American Academy to ensure that students are provided with School computers for all necessary tasks, and that no student's education will be disadvantaged by the lack of a personal student computer. In order for a student to use a personal computer at School, the computer must have the monitoring software installed and regularly updated as deemed necessary by School administration. Students are not required to have the monitoring software installed on their personal computers that remain outside of the School facility. However, personal student computers without the monitoring software installed will not be allowed to be used in the classroom.

Monitoring software will not be installed on any personal student computer without the express and written consent of that student's parent or guardian using a monitoring software permission form. In the case that a parent or guardian does not consent to have Monitoring software installed on his or her student's computer, the student will not be able to use that computer in the classroom and will instead be assigned a School computer for use in the classroom when necessary for instruction. All School computers used by students shall have the monitoring software installed.

As noted above, the monitoring software shall not be used to monitor a student's computer use except when the student is on School grounds and is expected to be using the computer in conjunction with classroom instruction or school work. To the extent that the monitoring software can be configured or used to monitor or review computer use that occurs while the student is not on School grounds, American Academy personnel shall not use such software to monitor or review student computer use (or track any history of such use), including internet browsing history and keystroke history relating to activities that occurred off School grounds.

The monitoring software may provide the capability for American Academy personnel to remotely control a student's computer while on the School's network. School personnel shall not use this capability except to assist a student in the performance of his or her assignments and shall not use this capability without first providing specific notice to the student. Such notice may be provided verbally or in writing and immediately before the capability is engaged.

Use of Monitoring Software on American Academy School Computers

Monitoring software shall be installed on all computers owned by American Academy and intended to be used by students. As with personal student computers, the monitoring software on School computers shall not be used when the computer is *not* connected to the School's network. In the rare and unlikely event that a student must take a School computer home, the School shall not monitor the student's use of the School computer for any reason at any time when they are off the School's network.

POLICY HISTORY

Original: approved by the BOD on April 12, 2011