



TECHNOLOGY PHILOSOPHY & POLICY

The teaching philosophy of Mile High Academy (MHA) is to utilize technology and data to enhance the learning experience, specifically an engaged learning environment and real-time assessment in the classroom.

1. Teachers are provided laptops:
 - a. To facilitate all facets of 21st century learning,
 - b. To give real-time assessments that ensure the most effective learning.
 - c. To facilitate timely communication between colleagues, students, and parent.
 - d. To provide flexibility in work schedules.
 - e. To enable the partnership with parents and students in student learning via FACTS SIS.

2. The School uses FACTS SIS:
 - a. As a legal record of student information system (SIS)
 - b. Teacher to student communication
 - c. Teacher to parent communication
 - d. Communicating learning objectives
 - e. Gradebooks
 - f. Attendance
 - g. Behavior
 - h. Directory
 - i. Schedule
 - j. Tuition plans, incidental charges

Technology is provided to students as one resource to enhance learning in a balanced and intentional environment. Digital citizenship is a key component of our philosophy.

1. Online programs are used throughout the school.
2. Lower school students are provided access to iPads and computers for learning within the classroom.
3. Middle and Upper School students benefit from the 1:1 laptop program that:
 - a. Enables the assessment of student learning
 - b. Gives equal access to all students.
 - c. Allows the ability to communicate, collaborate, demonstrate critical thinking and creativity.
 - d. Provides student ownership of their learning.
 - e. Enables communication with teachers and administration and external learning opportunities.

Students (6-12) will be asked to sign MHA's technology rules before being issued their device. Here are the rules:

1. SIDs (school issued devices) may be used for educational purposes only.



2. Students are required to keep their SIDs properly stored until directed.
3. Students must use their SIDs in a visible manner and not hide their actions on their SID as it will result in disciplinary action.
4. Students exposed to inappropriate use of a SID or inappropriate content must notify a teacher right away.
5. Students must observe digital citizenship while using SIDs.
6. PS-8 students: The only approved place to have a SID out and in use is in a classroom at the direction of a teacher.
7. Students will not post personal information about themselves or others. This includes the name, physical description, school or home address, telephone number, birthdate, etc.
8. Students agree not to physically meet with anyone they have encountered online without their parent's approval. Parents should accompany students to any such meeting.

MHA DIGITAL DEVICE GUIDELINES

Personal electronic devices are not necessary for the learning experience at school. Due to the inability of MHA to filter content of personal electronic devices, they are prohibited in lower school and middle school.

- No personal devices are allowed to be used while on campus.
- Only school-issued devices (SID) may be used in class, at the direction of the teacher. MHA does not allow BYOD (bring your own device) – any device not owned by the school is considered a personal device.
- SIDs may be used for educational purposes only.
- Students are required to keep their SIDs properly stored until directed.
- Students must not hide their actions on their SID as it will result in disciplinary action. SIDs must be used in a visible manner.
- PS-8 students: The only approved place to have a SID out and in use is in a classroom at the direction of a teacher.

INTERNET

Use of internet has been established for educational purposes, including classroom assignments and activities. This internet access, under the auspices of the MHA has not been established as a public access service or public forum. The school has the right to place reasonable restrictions on the material accessed or posted.

Students must observe e-citizenship and e-etiquette rules at all times while using SIDs.

Students will not post personal information about themselves or others. This includes the name, physical description, school or home address, telephone number, birthdate, etc.

Students agree not to physically meet with anyone they have encountered online without their parent's approval. Parents should accompany students to any such meeting.



Students will not attempt to gain unauthorized access to the MHA internet account or to any other computer system through their authorized access. This includes attempting to login through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing."

Restrictions against inappropriate language apply to public and private messages and material posted on web pages.

Students will not engage in personal, prejudicial, or discriminatory attacks.

Students will not harass or cyber bully any other person. If a student is asked by another to stop sending them messages, that student must stop. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of bullying. Students who violate this policy will be subject to disciplinary action, which may include suspension, expulsion and/or notification to the appropriate authorities.

Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Students will not post private information about another person. This includes not re-posting or forwarding a message that was privately sent to them without the permission of the original sender.

INAPPROPRIATE ACCESS TO MATERIAL

Students will not use the MHA internet connection to access material that is profane, obscene, or that advocates illegal acts, violence, or discrimination toward anyone regardless of whether any governmental prohibition exists against such material. Pornography and hate literature are examples of prohibited materials.

If a student mistakenly accesses inappropriate information, the student should immediately inform the teacher. This may serve to protect against a claim that the student has intentionally violated this policy. Students with knowledge of, or exposed to inappropriate use or content, must notify a staff member right away.

MHA NETWORK

Students will not make deliberate attempts to disrupt the computer system or destroy data by any means including intentional creating or spreading of viruses. These actions are illegal.

Students should select strong passwords for their school accounts. Student passwords should not be shared with other students. Passwords should only be shared with parents and/or with school staff upon request. Students should immediately change their password such that the student and their parents only are privy to the password. Some exceptions may apply for lower school students.



If the student believes there is a possible security problem, the student should immediately notify their teacher.

SEXTING

This school policy aims to address the issue of sexting among students and outline the potential ramifications associated with this behavior. Sexting refers to the act of sending, receiving, or forwarding sexually explicit messages, photos, or videos using digital devices such as smartphones, computers, or tablets. While technology provides convenience and connectivity, it also carries certain risks, especially for minors. The school is committed to ensuring a safe and respectful environment for all students, both online and offline.

Policy Guidelines:

1. Prohibition of Sexting:
 - a. Students are strictly prohibited from engaging in any form of sexting on or off school premises, including during school hours, extracurricular activities, or on electronic devices owned or controlled by the school.
 - b. Sexting includes the creation, distribution, possession, or solicitation of sexually explicit content.
 - c. This policy applies to all students, regardless of their age or grade level.
2. Education and Awareness:
 - a. The school will incorporate comprehensive education and awareness programs regarding the risks and consequences of sexting, emphasizing its legal and emotional implications.
 - b. Students will receive information on responsible digital citizenship, the importance of consent, and maintaining personal privacy online.
3. Reporting:
 - a. Students who become aware of instances of sexting should report them immediately to a trusted adult, such as a teacher, counselor, administrator, or safe to tell.
 - b. Protection will be provided to students who report sexting incidents in good faith, ensuring their anonymity and safeguarding against retaliation.
4. Investigation and Response:
 - a. The school will promptly investigate any reported incidents of sexting in a confidential and fair manner.
 - b. Law enforcement will be involved in cases that involve potential child pornography or other illegal activities.
 - c. Disciplinary action will be taken based on the severity of the offense and may include counseling, parental involvement, suspension, or expulsion.
5. Privacy and Support:
 - a. The school will respect the privacy of the involved parties during investigations while balancing the need to ensure a safe learning environment.
 - b. Students found to be victims of sexting will be provided with appropriate support services.

This school policy on sexting underscores the seriousness of the issue and aims to prevent harmful consequences while promoting digital responsibility. By educating students, creating a reporting



mechanism, and addressing incidents appropriately, the school strives to foster a safe and respectful environment conducive to learning.

SCREEN TIME

Technology will be used at all grade levels to support instruction and feedback. Teachers will limit screen time and technology usage to grade-appropriate levels.

ONE TO ONE POLICY

MS and US students are provided a school-owned laptop. Students are responsible to have their laptop fully charged each morning ready for use in the classroom. Laptops can go home each night for homework purposes, and laptops must be returned at the end of the school year or at the time of withdrawal.

Students must not make any alterations to the hardware or software configurations set on the laptop. Students are not allowed to remove or deface any IT tags placed on laptops. Any damage or malfunction should be reported to the IT department as soon as possible.

MHA is responsible for repairs resulting from normal wear and tear or accident. Repeated or excessive damage of a laptop due to negligence or recklessness may result in a repair fee.

The school provides standard content filtering on school-provided laptops both on and off campus. At parents' request, a more restrictive level of filtering can be provided. It is important to note that any filtering system is not 100% effective. Students should attempt to avoid all inappropriate web sites. Students should not attempt to bypass the filtering system – this includes attempting to use proxy sites, VPNs, or Tor. IT (it@milehighacademy.org) should be contacted if either the student or parent believes the filtering does not appear to be functioning properly.

Laptops are considered lost after missing for 5 consecutive school days. After 5 days, students/families are responsible to report the loss to MHA. Students/families are responsible for a lost laptop or charger and will be charged for replacement or repair costs.

Inappropriate use of the laptops will result in confiscation of the laptop and appropriate disciplinary measures.

PRIVACY

Students should expect only limited privacy in the contents of their personal files and emails on MHA's computers. Routine maintenance of MHA's computers including personal files may lead to discovery that the student has violated this policy. By signing MHA's policy statement, students and parents' consent to a routine examination of files on any of MHA's computers to determine compliance with this policy and/or the law.

PLAGIARISM AND COPYRIGHT INFRINGEMENT



Students will not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were those of the student.

Students will respect the rights of copyright owners. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If a student is unsure whether the work can be used, the student should request permission from the copyright owner.

PERSONAL ELECTRONIC DEVICES

Cell phones and other personal electronic devices being used during the school day will be confiscated. The following penalties will apply if a phone or electronic device is confiscated and taken to the office:

First Offense: When a teacher or staff member sees or hears the phone, they will confiscate it. The phone can be reclaimed at the end of the day from the office. The behavior event will be recorded in FACTS.

Second Offense: When a teacher or staff member sees or hears the phone, they will confiscate it. The student must pay a \$10 fine to reclaim it from the office. The behavior event will be recorded in FACTS.

Third Offense: When a teacher or staff member sees or hears the phone, they will confiscate it. A parent must reclaim the phone from the office. The behavior event will be recorded in FACTS.

Subsequent offenses: More than three offenses will require a parent meeting with administration. The student may be asked to sign a behavior contract.

Parents who need to pick up their student before 2:30 p.m. can call the office, and we will make sure that your student receives the message. This is also true for other communication that you might need to have with your student throughout the day. We are happy to deliver messages to students or allow them to use school phones to contact parents.

Portable audio equipment should only be used in a student's break time or lunch with headphones. Use of portable audio equipment is prohibited at all other times unless the teacher or administration gives specific permission.

SEARCH OF PERSONAL DEVICES

Personal device searches may be conducted if there is reasonable suspicion that the device contains material that violates school policies, poses a threat to the safety of individuals, or is involved in any illegal activities. Such searches will be conducted in a respectful and confidential manner, adhering to applicable laws and regulations. The school administration recognizes the importance of balancing individual privacy rights with the overall well-being of the school community.

EMAIL ACCESS FOR STUDENTS

Grades 6-12 are assigned a Mile High Academy email address. This address is utilized to communicate school business with the student and is also their login access for FACTS SIS. Students should check their school email daily.



REMOTE LEARNING SUPPORT

Several school-provided services are provided to help support collaboration in the classroom and remote learning. This may include services such as Office 365 with Microsoft Teams, Zoom, Swivl, and other platforms as required by teachers and learning situations. Teachers may also utilize classroom management software to monitor and control SIDs during class. These services may be provisioned for students from K-12.

THIRD-PARTY SERVICES AND ACCOUNTS

Mile High Academy and its parent organization utilize various third-party services for assessments and learning support. Necessary student data may be shared with these entities to create accounts and process data. This data may include but is not limited to name, birth date, email, and grade level. These services may collect basic information such as IP address and device information such as operating system from connected devices. Examples of third-party services include but are not limited to NWEA MAP, Typing Agent, Microsoft, and Lexia.

As part of the Adventist Education system student data is shared within our organization for data processing and for legal records.

TECH SUPPORT

For any issues with school provided resources please contact the IT department via email: it@milehighacademy.org or students may also contact via Teams. Remote support technologies may be utilized to provide support.



As part of the Adventist Education system student data is shared within our organization for data processing and for legal records.

TECH SUPPORT For any issues with school provided resources please contact the IT department via email: it@milehighacademy.org or students may also contact via Teams. Remote support technologies may be utilized to provide support.

Students and parents must know and understand the MHA Digital Device Guidelines.



As part of the Adventist Education system student data is shared within our organization for data processing and for legal records.

TECH SUPPORT For any issues with school provided resources please contact the IT department via email: it@milehighacademy.org or students may also contact via Teams. Remote support technologies may be utilized to provide support.

Students and parents must know and understand the MHA Digital Device Guidelines.