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## Phoenix Hebrew Academy Digital Media and Communication Policy Revised 8/10/10

*Phoenix Hebrew Academy recognizes the necessity of digital media, research and communication in the 21<sup>st</sup> Century. However, we are also acutely aware of the dangers that it represents. To address this, we have reformulated the following policies for the new academic year.*

### A. Computer Usage in School

1. Internet use in school is for school related research and academic use only. The internet is not to be used for recreational use.
2. Every school computer already has filtering software loaded on it. While this software is often over-zealous, this is a precaution that we will take. The software is not to be disarmed.
3. No student is ever allowed to use a computer, even with filtering software, without a teacher in the room supervising.
4. No student is ever allowed in the computer lab without permission and supervision.
5. Students may not access e-mail in school.
6. This year, we have installed Deep-Freeze, which will restore each computer station to its original state each evening. No students work or modifications can be saved on any computer. Students must save work on memory sticks, not the computer's hard drive, or their data will be automatically erased.
7. Showing or sharing any digital media is restricted to classroom use that is related to school work. This applies during and outside of class.

### B. Communication with Students

1. Teachers may communicate with students via e-mail for informational and academic purposes only.
2. Teachers may never grant access to students to personal websites, social networking sites (e.g. Facebook, MySpace, etc.), for any purpose.
3. Teachers may not communicate with students via Instant Messaging or Chat functions for any purpose.
4. The best and most proper way to reach a student by telephone is by calling the home, not a student's cell phone. This allows a parent to be aware of healthy teacher-student communication.
5. Teachers may give out their cell phone numbers at their discretion. However, all telephone conversations are expected to remain within all professional expectations of PHA teachers, whether they take place inside or outside of school.
6. Teachers may communicate with students via text-message for immediate informational purposes only, which are directly related to school and learning.
7. Teacher's class web sites are reflective of their classroom and our school. All content must be appropriate to our school culture and expectations.