

# Island Pacific Academy

## ELECTRONIC INFORMATION AGE

### Technology Access

Island Pacific Academy is committed to providing students equitable access to technological resources as part of our mission to encourage digital-age literacy and effective communication skills.

Elementary students have access to a computer lab as well as a number of laptop carts for classroom use. Primary classrooms have desktop computers as well. At the elementary level, we endeavor to maintain a student-to-computer ratio of 3:1.

Middle and Upper School students benefit from Island Pacific Academy's 1-to-1 tablet computer initiative. Each student is responsible for leasing the IPA specified tablet and the computer lease fee is included in tuition payments.

### Communication

IPA hopes to take advantage of the cost savings associated with electronic communication and reduce our consumption of paper products. The following methods are employed to disseminate course information, school news, and emergency announcements.

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**EDLINE** Edline is a web portal for posting course information and communicating with the school community. The Middle and Upper School teachers regularly post grades on Edline. New IPA community members should look for additional Edline information, including specific account setup guidelines, in a future mailing.

Please get in the habit of checking Edline for new information, every Friday evening or over the weekend.

Edline questions can be directed to Melissa Handy via email at: [mhandy@islandpacificacademy.com](mailto:mhandy@islandpacificacademy.com)

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**EMAIL** It is very important that the school has an email address for each family that is checked frequently, if not daily. Along with Edline, email messages are sent to keep parents informed about events at school and remind them of deadlines and important dates.

If you have not already notified the office with your current email, please send an email message to [office@islandpacificacademy.com](mailto:office@islandpacificacademy.com) to report the proper email address for the school to use.

We do not release your email address to businesses or others outside the school community. Your email is used only to communicate information relative to the school.

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**ALERTNOW** Emergency announcements and essential news are delivered to all members of the IPA school community through a phone and email alert program. Occasional tests are made to verify that the Alert Now system works.

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**PAPER** Occasionally, correspondence will come home on Fridays in your elementary child's "Friday Folder." Middle and Upper School students will also bring home paper correspondence. For instance, order forms for school photos cannot be sent electronically.

The school will also send information via US Mail when necessary.

### Computer and Internet Acceptable Use Policy

Island Pacific Academy requires responsible use of our network and computer technology. The "Computer and Internet Acceptable Use Policy" (AUP) explains proper usage and identifies the behaviors that will result in disciplinary action. The AUP is sent home at the start of the school year to Middle and Upper School students and is available at [www.islandpacificacademy.com/AUP.pdf](http://www.islandpacificacademy.com/AUP.pdf). Please read and discuss this policy with your child.

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### Internet Safety

Computers and the Internet have provided our children with unprecedented access to powerful tools for conducting school research, developing new knowledge, discovering entertainment, and communicating with local and global friends. There are drawbacks to such technological advancements as children are uniquely at risk online. Surfing the Internet and instant messaging can sometimes be like traveling unguided down a dark passage.

As a parent, you have probably thought at some point that your children know more about the Internet than you and to a degree, you may be right. Growing up with technology, children sometimes adapt to it much more rapidly than adults. However, having experiences with the computer and the Internet is not the same thing as life experience. Children are all the more threatened online because they often lack an understanding of the motives and intentions of others and do not realize the possible dangers surrounding them.

Children need to be granted opportunities to develop responsibility, and the computer and Internet is no exception. But just as you would not send your children into a strange city all by themselves, you should not leave them online without parental guidance. The key to protecting your child online is to stay involved in their use of the Internet and to be aware of their online activities. Encourage your children to tell you of any online experience that scares or upsets them.

### Tips for parents

- ★ Keep the computer in a room other than the child's bedroom so you can monitor your child's activities.
- ★ Set up guidelines about the use of the computer.
- ★ Understand the online services that your child uses. If you do not understand them, ask your child to teach you or seek further assistance from the school.
- ★ Investigate blocking and screening services and software.
- ★ Spend time online with your child, to set an example of online behavior.
- ★ Never respond to threatening or offensive online messages, and encourage your child to do the same.
- ★ Encourage your child to never give out any personal information.
- ★ When discussing your child's day, be sure to discuss time spent online.
- ★ Make sure to learn about your child's online friendships and acquaintances, and discuss these relationships with your child.

Keeping our children safe and comfortable is of the utmost importance to us at Island Pacific Academy. When online behaviors begin to affect our school environment, we have a responsibility to take action. Please encourage your children to inform an adult of any inappropriate behavior that occurs. Together we can teach positive uses of technology to assist our students' intellectual and analytical development.