



Sawyer STREAM Academy
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TECHNOLOGY ACCEPTABLE USE POLICY

Responsible, Safe, Ethical, and Educational Use of Digital Resources

School	Sawyer STREAM Academy
Legal Organization	Sawyer Scholastics, LLC
Policy Owner	Executive Director
Approved By	Dr. Robert E. Sawyer
Effective Date	1 August 2026
Review Cycle	At least annually and whenever significant technology, legal, or instructional changes occur

This policy defines the conditions under which students, families, employees, contractors, volunteers, and approved partners may use Sawyer STREAM Academy technology, accounts, learning platforms, communication systems, and digital resources.



1. Purpose

Sawyer STREAM Academy uses technology to deliver instruction, support communication, maintain educational records, conduct assessment, and connect students with learning opportunities across locations. This policy establishes expectations for responsible, safe, lawful, ethical, and educational use of those resources.

Acceptable use means using technology in ways that support learning, protect people and information, respect the rights of others, and preserve the reliability and integrity of Academy systems. Use of Academy technology is a privilege accompanied by individual responsibility.

2. Scope

This policy applies to students, parents or guardians, employees, teachers, administrators, contractors, volunteers, partner-school personnel, and other authorized users. It applies whenever a person accesses Sawyer STREAM Academy systems, accounts, services, digital content, or communications, whether the access occurs through Academy-managed equipment or a personally owned device.

The policy covers the learning management system, student information system, school email, video-conferencing tools, cloud storage, digital textbooks, instructional applications, websites, messaging systems, assessment tools, virtual laboratories, emerging technologies, and any other technology approved for Academy use.

3. Guiding Principles

Technology use at Sawyer STREAM Academy must reflect the Academy mission, vision, Family Values, Culture of Care, academic integrity expectations, and commitment to respectful treatment of others. Users are expected to exercise sound judgment, protect privacy, communicate responsibly, and use technology primarily for legitimate educational or operational purposes.

When a situation is not specifically addressed in this policy, users should choose the action that best protects students, supports learning, respects others, and preserves the security and reputation of the Academy.

4. Authorized Educational Use

Authorized use includes participation in assigned courses, communication with teachers and school personnel, research, project development, assessment, academic collaboration, access to approved resources, submission of work, maintenance of student records, professional learning, and other activities approved by Sawyer STREAM Academy.

Limited incidental personal use may be permitted when it does not interfere with learning, work responsibilities, system performance, safety, privacy, or any Academy policy. The Academy may restrict or discontinue such use at any time.



5. User Accounts and Credentials

Users must access school systems only through accounts assigned or authorized for their use. Account names, passwords, security codes, recovery information, and multi-factor authentication methods must be protected from unauthorized access.

Users may not share credentials, use another person's account, permit another person to submit work under their identity, or remain logged in on a shared device after use. Suspected account compromise must be reported promptly and credentials changed as directed.

6. Devices and System Security

Devices used for Academy activities must be maintained in a reasonably secure condition. Users should install updates, use screen locks or passwords, maintain current browsers and applications, and protect devices from unauthorized access.

Users may not disable security controls, install malicious software, attempt to bypass filters or restrictions, connect compromised devices, or introduce files or applications that create unreasonable risk. Lost or stolen devices that may contain Academy information or active login credentials must be reported promptly.

7. Respectful Communication and Online Conduct

All digital communication must be respectful, school-appropriate, and consistent with the Student Conduct and Respectful Communication Policy. Users may not engage in cyberbullying, harassment, intimidation, threats, impersonation, discrimination, humiliation, hostile messaging, or deliberate disruption of instruction.

Communication should remain focused on legitimate educational or operational matters. Users must not post or transmit content that is obscene, abusive, hateful, sexually explicit, exploitative, defamatory, or otherwise inconsistent with a safe learning environment.

8. Privacy and Confidentiality

Users must respect the privacy of students, families, employees, and other members of the school community. Personal information, academic records, private messages, contact information, login details, images, recordings, and other confidential material may be accessed or shared only when authorized and necessary for a legitimate purpose.

Users may not take screenshots, copy messages, record meetings, publish student work, or distribute personal information without appropriate authorization. Questions concerning student information must be handled according to the Student Data Privacy Policy and applicable school procedures.

9. Video Conferencing and Virtual Classrooms

Participants in virtual classes and meetings must use appropriate names, backgrounds, language, clothing, and behavior. Cameras, microphones, chat functions, screen sharing, breakout rooms, and collaborative tools must be used as directed by the teacher or authorized host.



Users may not record, photograph, livestream, or redistribute a virtual class, meeting, image, voice, chat, or shared material without authorization. Family members or other persons should not participate in or observe confidential school interactions unless invited or approved.

10. Academic Integrity and Authentic Work

Technology must not be used to cheat, plagiarize, obtain unauthorized answers, falsify participation, misrepresent identity, interfere with assessments, or submit work created by another person as one's own. Students must follow all instructions concerning collaboration, research, citation, calculators, translation tools, and outside assistance.

The Academic Integrity Policy applies to all digitally created, submitted, or assessed work. Suspected misuse may result in review of drafts, source materials, system records, oral verification, or other reasonable measures to confirm authorship and understanding.

11. Artificial Intelligence and Automated Tools

Artificial intelligence, translation, tutoring, writing, coding, image-generation, and other automated tools may be used only when permitted by the teacher, course instructions, or Academy policy. Permitted use must support learning rather than replace the student's own thinking, skill development, or demonstration of mastery.

When required, students must disclose and cite the use of artificial intelligence or automated assistance. Users may not enter confidential student, family, employee, or Academy information into an unapproved tool. The Academy may establish course-specific rules and may restrict a tool based on age appropriateness, privacy, security, accuracy, or educational value.

12. Research, Copyright, and Intellectual Property

Users must respect copyright, trademarks, licensing terms, and the intellectual property of authors, creators, publishers, teachers, students, and the Academy. Digital resources may be copied, downloaded, displayed, or shared only as permitted by law, license, course instructions, or owner authorization.

Sources must be credited appropriately. Users may not distribute paid course content, teacher materials, assessments, answer keys, proprietary Academy documents, or copyrighted resources without authorization.

13. Social Media and Public Posting

Users must not present personal opinions as official statements of Sawyer STREAM Academy or create accounts, groups, pages, or publications that imply Academy authorization without approval. The Academy name, logo, photographs, student information, course content, or internal communications may not be used publicly in a misleading, harmful, or unauthorized manner.

Users are responsible for the impact of public posts on students, staff, families, and the Academy. Content that violates school conduct, privacy, safeguarding, or confidentiality requirements may be addressed even when posted through a personal account if it substantially affects the school community or educational program.



14. Prohibited Technology Use

Users may not use Academy technology to engage in unlawful activity, access or distribute harmful content, threaten or exploit another person, obtain unauthorized access, evade security controls, spread malware, disrupt services, manipulate records, conduct unauthorized commercial activity, gamble, solicit prohibited products or services, or conceal harmful behavior.

Users may not scan, test, probe, or attack Academy systems; alter another person's files; impersonate another user; create fraudulent communications; use automated tools to overwhelm services; or knowingly assist another person in violating this policy.

15. Software, Applications, and External Services

Users should use only Academy-approved platforms, applications, extensions, and storage locations for school information and instructional activities. A teacher or employee may not require students to create accounts with an unapproved external service or disclose personal information beyond what the Academy has authorized.

New tools may be reviewed for educational value, privacy, security, accessibility, age appropriateness, licensing, technical support, and compatibility with Academy systems before use.

16. Personal Devices and Home Networks

Users who access Academy systems through personal devices remain subject to this policy. Sawyer STREAM Academy is not responsible for normal wear, damage, data loss, service costs, or other consequences associated with personal equipment unless a separate written agreement provides otherwise.

Families are responsible for maintaining suitable devices and reliable internet access as required for participation. Users should take reasonable steps to secure home networks, protect shared devices, separate school accounts from other household use, and prevent unauthorized persons from accessing school information.

17. Monitoring and No Guarantee of Personal Privacy

To protect students, systems, and educational operations, Sawyer STREAM Academy may review account activity, access records, messages, files, submissions, device information, and other system data created or stored through Academy-managed services when reasonably necessary for administration, support, safety, security, academic integrity, legal compliance, or policy enforcement.

Users should not expect personal privacy when using Academy-managed systems beyond the protections established by law and school policy. Monitoring is conducted for legitimate purposes and access to monitoring information is limited to authorized personnel.

18. Reporting Concerns

Users must promptly report suspected cyberbullying, harassment, threats, inappropriate contact, harmful content, compromised accounts, privacy breaches, unsafe communications,



fraudulent messages, unauthorized recordings, security weaknesses, or other concerning technology use through an official Academy communication channel.

Reports should include enough information to support a responsible response, such as dates, usernames, messages, links, screenshots, or descriptions, when it is safe and appropriate to preserve them. Retaliation against a person who makes a good-faith report is prohibited.

19. Response to Misuse

The Academy will review suspected violations fairly and may temporarily restrict access while a concern is assessed. Responses may include guidance, parent or guardian communication, removal of content, required training, restorative action, reassessment of work, loss of technology privileges, academic consequences, disciplinary action, suspension or termination of enrollment or employment, or referral to appropriate authorities when warranted.

The response will consider the user's age and role, the seriousness of the conduct, intent, actual or potential harm, prior history, willingness to correct the behavior, and applicable policies.

20. Responsibilities of Students and Families

Students are responsible for protecting accounts, following teacher directions, submitting authentic work, communicating respectfully, protecting privacy, and reporting concerns. Parents and guardians support acceptable use by reviewing this policy, supervising age-appropriate technology use, maintaining suitable access, helping students establish productive routines, and communicating concerns to the Academy.

Families should not complete coursework for students, access another student's information, interfere with instructional systems, or communicate abusively with members of the school community.

21. Responsibilities of Employees and Authorized Adults

Employees, contractors, volunteers, and partner personnel must model responsible use, use approved systems, protect confidential information, maintain professional boundaries, supervise student technology use appropriately, and report safeguarding, privacy, security, or conduct concerns.

Personnel may use access privileges only for assigned responsibilities and must not use student information, school communications, or Academy resources for unauthorized personal, political, commercial, or other non-school purposes.

22. Accessibility and Equitable Participation

Sawyer STREAM Academy seeks to use technology that supports access and meaningful participation for students with differing ages, abilities, language backgrounds, and learning needs. Students or families who encounter accessibility barriers should report them so that reasonable instructional or technical adjustments can be considered.

Acceptable use includes respecting accessibility tools and accommodations provided to others. Users may not disable, mock, obstruct, or misuse assistive features or approved accommodations.



23. Policy Review and Communication

This policy is reviewed at least annually and when significant changes occur in technology, instructional practice, legal requirements, security risks, or student needs. Revisions are approved through the Academy's governance process and communicated to students, families, employees, contractors, and approved partners as appropriate.

Orientation, training, acknowledgments, digital citizenship instruction, and periodic reminders are used to reinforce acceptable use expectations throughout the school year.

24. Acceptable Use Responsibility Matrix

Role	Primary Responsibility	Examples of Implementation Evidence
Executive Director	Policy approval, enforcement oversight, and annual review	Approval records, policy review minutes, corrective-action records
Academic Directors	Instructional technology expectations and staff implementation	Course reviews, teacher guidance, training records
Teachers and Staff	Supervision, modeling, privacy protection, and prompt reporting	Orientation records, communications, incident reports
Students	Responsible access, authentic work, respectful conduct, and reporting concerns	Signed acknowledgments, course participation, digital citizenship records
Parents / Guardians	Age-appropriate supervision, support, and communication	Orientation completion, acknowledgments, family communications
Technology Support / Providers	Technical safeguards, access support, and system reliability	Support logs, access records, approved-tool inventory

25. Implementation Evidence Maintained by the Academy

Sawyer STREAM Academy maintains evidence appropriate to its operations to demonstrate implementation of this policy, including the current approved policy and revision history; student, family, and employee orientation records; signed acknowledgments; digital citizenship or online-safety instruction; approved technology and application records; access and support documentation; reports of misuse or safeguarding concerns; corrective-action records; and annual policy review documentation.



26. Student and Family Acknowledgment

By signing below, the student and parent or guardian acknowledge that they have received or been provided access to the Sawyer STREAM Academy Technology Acceptable Use Policy, have reviewed its expectations, and agree to support responsible, safe, ethical, and educational use of Academy technology.

Student Name	
Grade Level	
Student Signature	
Parent / Guardian Name	
Parent / Guardian Signature	
Date	