Technology & Internet Policy (6.4)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The purpose of this Technology & Internet Policy is to outline acceptable and responsible use of technology, digital devices, and internet resources at Good Days Adolescent Special Needs Center (GDC). This policy ensures the protection of students, staff, and the Center's network systems while promoting safe and educational use of technology.

Section 1: Policy Statement

Technology is an important educational and therapeutic tool at GDC. All use of computers, tablets, internet access, and related technology must be consistent with the Center's mission and values. Misuse or unauthorized use of technology may result in disciplinary action or loss of privileges.

Section 2: Authorized Use

GDC provides access to computers, tablets, and internet services for instructional, therapeutic, and administrative purposes. All staff and students must use technology responsibly and only for approved activities.

Authorized use includes:
• Educational, therapeutic, or life-skills-related research and activities.
• Communication with staff and students in an approved, professional context.
• Accessing digital resources and learning tools as assigned by staff.

Section 3: Prohibited Use

Technology and internet access must never be used in a way that is unsafe, disruptive, or inappropriate. All users are expected to respect the privacy and safety of others when using technology.

Prohibited uses include:
• Accessing, downloading, or sharing offensive, violent, or sexually explicit content.
• Using social media, messaging, or personal email during program hours (unless approved for educational use).
• Bypassing or disabling network security features or filters.
• Taking, sharing, or posting photos or videos of students or staff without written consent.
• Using Center technology for personal or commercial purposes.
• Engaging in cyberbullying, harassment, or other harmful behavior online.

Section 4: Internet Filtering and Monitoring

All internet access at GDC is filtered and monitored to prevent exposure to inappropriate material and to protect network security. Staff are responsible for supervising student internet use at all times.

Internet safety measures include:
• Use of secure networks and content filters.
• Restricted access to unauthorized websites.
• Monitoring of online activity and website history.

Section 5: Device Management

GDC-provided devices must be used with care and remain the property of the Center. Staff and students are responsible for the appropriate handling and maintenance of all technology resources.

Device management rules:
• Do not alter or install unauthorized software.
• Report damaged or malfunctioning equipment to the Director immediately.
• Do not remove devices from the premises without approval.
• Use provided logins and passwords only for authorized access.

Section 6: Personal Devices

The use of personal electronic devices such as phones, tablets, or laptops during program hours is restricted. Students must have staff permission to use personal devices for communication or therapy-related activities.

Guidelines include:
• Personal device use is limited to designated times and purposes.
• Staff may restrict use if it interferes with learning or safety.
• Devices must be stored securely when not in use.

Section 7: Data Privacy and Security

All electronic data, including student information and staff communications, must be protected in accordance with privacy and confidentiality laws. Unauthorized sharing or storage of confidential information is strictly prohibited.

Data security practices include:
• Using password-protected systems for accessing student records.
• Logging out of devices when not in use.
• Reporting suspected security breaches immediately.

Section 8: Social Media Policy

Staff are prohibited from using social media to discuss or share information related to GDC students, families, or operations. Official communication or public posts on behalf of GDC must be approved by the Director or President.

Social media expectations:
• Do not "friend" or follow students or families on social platforms.
• Avoid posting photos or details that could identify GDC students or staff.
• Maintain professionalism and confidentiality at all times.

Section 9: Disciplinary Action

Violation of this policy may result in disciplinary action, including revocation of technology privileges, suspension, or termination depending on the severity of the offense.

Section 10: Acknowledgment

All staff and students (where applicable) must review and acknowledge this Technology & Internet Policy before accessing any GDC technology resources. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025
Next Review: December 2026