



# Technology Acceptable Use Policy

ST. DAVID'S SCHOOL

*For Middle and Upper School Students*

The following Technology Acceptable Use Policy provides guidelines for students on the ethical use of the technology at St. David's School. These guidelines apply to all **St. David's School and personal** technology equipment including telephones, audio/video devices, computer network resources, Internet services, student cell phones and portable computers, and any other mobile technology. If any of the below guidelines are unclear or if you have questions concerning them, please consult with a member of the technology support staff.

**(1) St. David's School students are personally responsible for anything posted on their accounts and must not allow anyone else to use their account.** All users will have a user id and password to access their account and should not reveal the id or password to anyone else or allow anyone else to use their account after personally signing on. Students are not allowed to join in online discussions or other social interactive environments unless they have a teacher's permission to do so as part of legitimate class activities. Users should never reveal personal information over the Internet and are encouraged to bring any questions or concerns about Internet materials to a teacher or administrator.

**(2) Accessing the accounts and files of others is prohibited.** This rule applies to all St. David's data and networks. Users are expected to make no effort to bypass systems and procedures that protect individual user's material.

**(3) Attempting to subvert network security, impair network function, or bypass a restriction is prohibited.** Users are to respect the need for security and confidentiality of electronic material. The school has information stored electronically that is not open to the public and is limited to certain users. Users are to make no efforts to bypass security systems or to gain access to information to which they have no rights. This includes unauthorized use of the school's internet connection for malicious and/or disruptive activity to another network.

**(4) Improper use or distribution of information is prohibited.** All intellectual property (books, software, music, etc.) obtained through research on school information systems and then used in academic work are to be properly documented. There shall be no copyright violations. If there are any questions about what constitutes a violation, consult with a teacher, a librarian, or a member of the technology support staff.

**(5) Using the St. David's network and its content for personal political or personal commercial purposes or in the support of illegal activities is prohibited.** All of St. David's School information system facilities are for academic purposes and for school-related communication. Students may not offer, provide, or purchase products or services through St. David's Internet access. If you are in doubt about whether a particular activity is acceptable, check with the technology support staff.

**(6) School rules and disciplinary procedures regarding behavior such as harassment, obscene language, plagiarism, racism, etc., are applicable for all St. David's information system use.** Users may be held accountable for material on their accounts. If there is any uncertainty about what constitutes appropriate behavior, you should consult the school handbook.

**(7) Use of the St. David's School information systems is a privilege and not a right.** Use of network resources will be tracked by the system administrator for activities that degrade system performance (for example, computer games, chain letters, mailing lists, large downloads, etc.). In cases where use of the system appears to be excessive, individuals may be required to decrease usage or on-line time.

**(8) Students using the St. David's information systems are representatives of St. David's and are expected to behave according to our Honor Code.** The ethical questions surrounding the access and use of technology are the same as the values the St. David's community is expected to uphold. You should consult the school student handbook to understand acceptable behavior, and ask yourself the question, "Will my actions reflect the principles of the St. David's Honor Code?"

**(9) Use of the St. David's information systems for the purposes of personal entertainment is prohibited.** This includes playing computer games of any kind. Computer privileges will be either temporarily or permanently revoked for students found in violation of this policy.

**(10) All users of St. David's information systems should be aware that some of the material on the Internet is pornographic or otherwise objectionable. You will not access information of this sort.** This includes pornography, vulgarity, gambling, racist or militant extremist material, etc. Parents should also review their own personal expectations for Internet use with their children just as they do concerning printed material, television, or films.

**(11) All of the school telecommunication technology, including voice, video, and data lines is the property of St. David's.** St. David's will respect the privacy of all users as much as possible, however, the school is responsible for investigating possible violations and for enforcing prescribed rules for technology use. All users should remember that St. David's reserves the right to monitor any information stored in or transmitted through school systems. Consequences for the misuse of information systems may include restriction of a personal account, loss of privileges to use the system at all, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunication technologies and would be reported to proper authorities when deemed necessary.

**(12) St. David's School makes no guarantee as to the security of data stored on its network.** While reasonable attempts to maintain backup repairs will be made, students should keep separate copies of important files (USB memory keys are highly recommended).

**(13) Student computer files will be erased at the end of every school year.** St. David's School also maintains the right to limit the storage space available to users.

**Student Agreement:**

I have read each of the policies of the St. David's Technology Acceptable Use Policy and have discussed it with my parents. I have asked questions of my parents and/or St. David's teachers/technology staff to clarify anything I had trouble understanding or about which I had concerns. I understand that if I engage in unacceptable activities as outlined in these policies, my privilege to use St. David's telecommunication resources may be revoked, school disciplinary action may be taken, and/or legal action may be taken. In signing below, I am agreeing to adhere to all statements outlined in the Technology Acceptable Use Policy.

Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Agreement:**

As parent or guardian of this student, I acknowledge I have read and discussed with him/her each of the policies of the St. David's Technology Acceptable Use Policy. Furthermore, I realize it is impossible for St. David's to restrict access to all controversial material, and I will not hold the school responsible for the content of any information received by a student from sources outside of St. David's. I will not hold St. David's responsible for costs or credit card charges incurred by this student, and I will not hold St. David's responsible for any costs, liability, or damages caused by the way this student chooses to use the school's telecommunication resources.

In the event my child engages in unacceptable activities as outlined in any portion of this document, I understand that his/her privileges to use St. David's telecommunication resources may be revoked, school disciplinary action may be taken, and/or legal action may be taken.

With full understanding of the above policies, I hereby give permission for my child, \_\_\_\_\_, to use St. David's telecommunication technology as part of the learning process.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Technology Acceptable Use Policy is reprinted in the Family Handbook.**