

# CARROLLWOOD DAY SCHOOL

## Technology—Acceptable Use Policy

The basic purpose of technology in schools, including access to the Internet, is to enhance the formal educational process and to provide an additional avenue of communication between students, faculty and parents. When using technology, students are expected to comply with the general rules of behavior established by Carrollwood Day School in accordance with the Code of Conduct. Teachers and administrators have the right and the obligation to monitor student behavior while students are using technology and accessing the Internet.

Each student and his parent or guardian must sign a copy of the Acceptable Use Policy Form before the student may access the Internet via school technology.

Use of technology will demonstrably improve the quality of a student's experience at CDS in many direct and indirect ways. Our laptop carts (grades 6 – 8) and 1:1 laptop program (grades 9 – 12) and Internet access brings a world of information to the fingertips of all students. This is to enhance the quality, depth, and dimension of our learning community and should be respected and used for that purpose alone. The utilization of this learning tool must be done so with a spirit of discovery, creativity, and to explore new horizons. Therefore, technological utilization at CDS must be treated with care, respect, and appropriateness. Online and private computer games, except as they relate to course work, are not allowed to be used on school property.

At the start of each school year CDS faculty and IT staff will review the CDS Computer Acceptable Use Policy with the students. Information systems and Internet access at CDS is a privilege, and must be solely dedicated to educational purposes. Technological equipment and systems include laptops purchased through the high school 1:1 program, other hardware, software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, tape drivers, scanners and all computers located anywhere on the CDS campus. All users must care for all equipment, be responsible for all e-mail received and sent, and report malfunctioning equipment or systems as well as any policy and security violations. CDS teachers and administrators use a desktop management system that enables them to monitor students' computer screens, perform group demonstrations, and assist individual students. Teachers are able to keep an eye on all the computer screens in a classroom or lab and send real-time text communications to students needing individual attention. Student computers can also be locked down if they are being used inappropriately.

### Considerate and respectful behavior

Students are expected to be thoughtful in their use of the technological resources at their disposal. Specifically:

- Treat all equipment issued to them with respect and care, and recognize their financial responsibility for repairs.
- Return borrowed equipment promptly, especially loaner laptops.
- Recognize that the network, Internet connection, and E-mail systems are shared resources, and should not be overused by any individual to the detriment of others.
- Students are expected to be respectful of others and their property. Personal disrespect of others, including bullying, destroying property, and stealing, are all unacceptable behaviors. Electronic communication, i.e., e-mail, instant messages, may not be used to harass others.

- Recognizing that information is also a form of “property,” obtaining passwords and the rights to another’s directory or e-mail is theft. Entering someone’s logged-on computer is the same as entering an unlocked room and stealing, reading a personal letter, or destroying property. Using someone else’s password, or posting a message using another’s login name is a form of dishonesty, just as is plagiarism or lying.
- Use of inappropriate language addressed to off-campus persons will be treated no differently than if it were addressed to other members of the CDS school community. Using CDS technological systems to attempt to enter or break into other computer systems is also treated no differently than if using the login name of another CDS student.

## Electronic Communication

CDS views e-mail as the equivalent to paper mail. All members of the school community must respect individual privacy of e-mail messages. No one will read personal e-mail unless the recipient has given permission. Recipients may choose to share e-mails with others, but must first have the permission of the author. Carefully worded and edited e-mails must be the standard for use at CDS. Similarly, the contents of one’s files on the network will be considered private. An exception is made for executable files and programs that may affect the operation of the network. CDS reserves the right to inspect user directories for such files, and to remove them if found. If the school determines that a student’s well being is in jeopardy, or if the police authorities issue a subpoena, CDS will open and examine the relevant portions of a student mailbox or document files. Students shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages. Students shall not harass another person, or knowingly post false or defamatory information about a person or organization. A good rule of thumb is to never send any messages that would be inappropriate for public and school community presentation.

## Copyrighted Materials

Transferring or pirating software and media is considered theft. Examples include commercial software, music, films, and other media. These are copyrighted works, and users must respect the wishes of the copyright holders. Students can expect this matter to be handled as a disciplinary matter, equivalent to shoplifting in a local store. In our world today, the pirating and use of illegal software is commonplace, but at CDS this does not make it right or acceptable. In some cases, the copyright laws are fuzzy as well as constantly changing.

## Unsupported Software

The MacBooks (for both the middle school cart and the high school’s 1:1 laptop program) have been purchased as an educational tool. Students are not allowed to install any software, applications or games onto their personal MacBooks, school computers or CDS network without approval and permission from the network administrator. Before software not provided by CDS Prep can be approved, the student must provide the school with the proper software license. Only designated and licensed software can be installed on the MacBooks or imaged into our system. While on campus, only school-approved software may be used. CDS Prep tech support has no obligation to provide support or troubleshooting for software that is not part of the school’s license package. CDS Prep tech support may remove unsupported software at anytime. CDS Prep prohibits installation of any software if it conflicts with the approved school software package or

adversely affects the computer network. Externally imported programs also expose our system to invasive viruses. Re-imaging a computer more than two times during the school year due to the installation of unsupported software will result in a \$25.00 fee accompanied by a parent conference. Storing commercial software and/or games or hidden files on personal MacBooks or to network accounts is clearly prohibited.

### **Information from the Internet**

Obtaining materials that are explicitly labeled as not intended for minors will be considered a form of dishonesty. Making public or passing on any materials that are pornographic, violent, or otherwise hurtful will be considered a sign of disrespect and a form of bullying. Disseminating the Internet address of sites containing such material can also be cause for disciplinary action. When in doubt about the nature of information that you come across, consult faculty immediately.

### **Safety**

It is critical for student to never give out their personal information over the Internet or at specific Internet sites (name, address, phone number, etc.) or to someone who they do not know. People with criminal intent use the Internet to identify and pursue potential victims.

### **Accountability**

The violation of technology/computer-use standards will receive the same disciplinary actions as in other areas of CDS student life as spelled out in Bullying and Harassment Policy and Code of Conduct sections of this student handbook.

### **Limitation of Liability**

Carrollwood Day School makes no guarantee that the functions or the services provided by or through the Carrollwood Day School's computer network will be error-free or without defect. Carrollwood Day School will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Carrollwood Day School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Carrollwood Day School will not be responsible for financial obligations arising through the unauthorized use of the system.

## **MacBook Care and Use**

All CDS Prep students (grades 9 – 12) will be required to purchase a MacBook through the CDS Prep 1:1 laptop program. Our technology guidelines and policies are in effect at all times, including the terms of the “Computer Acceptable Use Policy” that students and parents will sign upon enrollment for the school year. The use of the technology at CDS is a privilege and misuse is cause for associated disciplinary and financial consequences. The only computers that may be used at CDS are the school computers (grades 6 – 8) and CDS Prep 1:1 MacBooks (grades 9 – 12) and related equipment and software selected by the school administration.

Before the computers are distributed to the students, a workshop will be held for parents of all new high school students to set up administrator rights and demonstrate use of parental controls on their child’s new MacBook. As administrator of their child’s computer, parents can block websites, disable Instant Messaging (chatting or “IM”ing), schedule when the computer turns on and off, etc.

## Care and Use of Laptops

- Food and beverages should never be placed close to your laptop.
- Always use the laptop on a flat, stable surface.
- Avoid touching the screen. When cleaning is necessary, wipe the laptop surfaces lightly with a soft cloth.
- When not in use, laptops must be stored in the laptop cart (MS) or in their case (HS).
- If your laptop is not functioning, it must be reported immediately so it may be repaired and for you to receive a loaner.
- Do not lend your laptop. Only use your own laptop or a loaner that has been assigned to you.
- A \$100 fine will be assessed for any damage to an assigned laptop loaner due to neglect or abuse.
- To prevent eyestrain and muscle fatigue, keep the laptop screen at least 18 inches from your eyes and at a level lower than your eyes.
- Keep your password confidential.
- If asked to use your laptop for class: log on at the beginning of the class activity and shut down at the end. Task bars must be showing when your computer is in use.
- E-mail is only to be used during class at the request of or permission granted by your teacher.
- Instant messaging, blogs and chat areas may not be used during school hours unless directed by a teacher as part of a specific learning activity.
- Files should be downloaded on campus only if required for a class.
- Students will have a personal folder on the school server where they should save their work. Students may also want to keep a personal copy of any important files on a personal flash drives or home computers. The school is not responsible for any student work that is lost.

## Responsibilities:

- Students must bring a properly configured, fully charged, working MacBook to all classes unless the teacher specifies otherwise.
- Students must back up all schoolwork files to a thumb drive or external hard drive. It is the students' responsibility to backup their critical data. CDS is not responsible for lost data.
- Students are responsible for their assignments under all circumstances.
- Respect the school's technology resources.
- When using e-mail accounts, be aware that e-mail is not secure or confidential.
- Use appropriate language.
- Do not reveal personal information.
- Always carry the laptop in the issued case with the owner's name plainly visible.
- Students should demonstrate ethical behavior when using computers on the CDS network.
- Students are responsible for the security of their laptop. MacBooks are never to be left unattended unless they are properly secured in a designated storage area. Unattended MacBooks will be confiscated and cause for disciplinary action.
- Adhere to all laws concerning the use and distribution of copyrighted software.
- Families are encouraged to set similar ethical standards for technology use at home.

### Restrictions:

- Students are never to access someone else's account or impersonate another user on the network or Internet.
- Students may not bypass the security protocols on the school network.
- The use of computer games is strongly discouraged. Games are not allowed within school property.
- Music, movies and software downloads are not allowed within school property unless authorized by a faculty/staff member as part of a specific learning activity.
- Sound must be turned off except when it is being used as part of a class; earphones may be used only with permission from faculty/staff member.
- DVD movies are not allowed during the school day unless authorized by a faculty/staff member.
- Students shall not violate copyright laws or use the intellectual property of another individual or organization without permission.
- Sending chain letters is prohibited.
- Using e-mail in an offensive matter is not allowed. (Intimidation, profanity or bullying and inappropriate attachments are prohibited)