



## Maple Street School Technology Responsible Use Policy

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The primary focus of the Maple Street School Technology Program is educational. Students use the technology in the classroom and through responsible and guided self-discovery in creative ways not only to acquire, understand, and apply knowledge, but also to stretch that knowledge through analysis, synthesis and evaluation. The Internet, an important source of information about the world and a potent means of communication with others, will be used in a manner that supports collaboration, respect and life-long learning. To support students in these pursuits, Maple Street School has the right to place reasonable restrictions on the material accessed or posted on the Internet and information maintained on its devices.

**The use of Maple Street technology involves several important restrictions and responsibilities as noted in the policies that follow:**

Hardware: Recognizing that computers and tablets are fragile and expensive resources, students must treat these objects with care. It is every student's responsibility to leave these devices in proper working order. In the event of accidental damage to hardware, the computer will be assessed by the Director of Technology, at which time responsibility for payment of out-of-warranty repair will also be assessed if applicable.

**Students may not make deliberate attempts to maliciously disrupt, destroy or alter the computer system or information data on the technology. Computer hardware and software may not be modified without permission from the teacher. If a problem occurs with the device it should be reported to the homeroom teacher immediately.**

Software: Duplicating copyrighted software or music is theft and will be treated in the same manner as theft of physical property.

**Students may not copy or download copyrighted or licensed commercial software without permission from the Director of Technology who is solely authorized to give this permission. Students may not copy or download music which they have not purchased or already own.**

The Director of Technology must authorize any software programs added to any device used in school. Any unauthorized programs found on a device will be removed and may be a cause for disciplinary action.

**Students may not download any software programs or packages whatsoever (that is any file containing but not limited to: games, enhancement programs, additional software, or those marked .dmg, .exe, or .pkg) without expressed consent of the Director of Technology.**

Plagiarism and Copyright Infringement: Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were one's own, or without giving proper credit to the author.

Students may not plagiarize, be it works found on the Internet or other sources. In addition, it is not permissible for students to access, copy, modify, destroy or even read the private works of other students.

Internet Access: Students using the Internet must follow the school's code of conduct.

Students may not obtain or make public material that is explicitly labeled as not intended for minors, or is pornographic, violent, or otherwise hurtful. Students may not post or send pictures of themselves or others that are explicit.

*Due to the nature of the World Wide Web, parents must understand that their child may encounter material online that may be considered inappropriate (vulgar jokes, statements of belief that some may consider immoral, pornography, etc.) The student is responsible for not pursuing or passing on those materials that could be considered offensive.*

Safety: Students should promptly report to a teacher or parents any message received that is inappropriate or which makes them feel uncomfortable. **Please print a copy of the offending message or provide a screenshot.**

Students may not give out over the Internet personal information to someone whom they do not know. Students may not post personal contact information about themselves or other people including their address, telephone number, school address, etc.

Inappropriate Language: Restrictions against inappropriate language apply to public messages (blogs or chat rooms), private messages (email or IM), and material posted on web pages.

Students may not use obscene or disrespectful language, nor post information that could cause damage or harm to others or a danger of disruption to the network.

Harassment: Engaging in harassment or cyber-bullying is unacceptable and strictly prohibited. [Cyber-bullying includes, but is not limited to: using technology to harass, intimidate, threaten or terrorize another person by sending inappropriate or hurtful e-mail, IM, text messages, or digital pictures.]

Students may not engage in personal attacks, including prejudicial or discriminatory attacks, harassment or cyber-bullying. Students may not impersonate another person via email or IM.

Games/Non-Academic Applications: Students may not play non-academic computer games or use any non-academic applications at any time during the school day\*, unless given permission by a teacher or staff member.

E-mail/Instant Messaging (IM)/Blogs: Communication via computers follows the same guidelines as other kinds of communication. Hurtful, discourteous and disrespectful electronic communication is inappropriate and will not be tolerated. Additionally, private or public e-mail messages (chat rooms, blogs, etc.) should follow ordinary rules of appropriate public language and should not contain any language or content which the author would not be willing to share at a school meeting.

**Students may not send or receive non-academic e-mail/IM during the school day. School day is 8:00 a.m. – 3:15 p.m.**

### **Consequences:**

Violation of the Maple Street rules concerning the use of technology will result in disciplinary actions similar to those that would result from similar violations in other areas of Maple Street life. Students should understand that no computer is anonymous in cyberspace. Each transaction and Internet access generates an electronic fingerprint and/or IP address, which can be traced.

Consequences for violation of any of the above noted policies include, but are not limited to: Removal of software, re-formatting of hard drive, "lock-out" of non-educational software, loss of use of internet connection, or loss of take-home computer. Any unlawful computer activities may be brought to the attention of the proper authorities. In addition, violations of this contract will be handled in the following ways:

- ⇒ **1<sup>st</sup> offense:** Student will be required to meet with the Director of Technology and the Head of School to discuss the violation. Consequences for violating the Responsible Use Policy will be based on the severity of the situation. Parents will be informed immediately of the violation and the student may face a possible loss of technology and/or internet privileges at school. The school is hopeful that any first offense of the Responsible Use Policy is a learning opportunity for the student and there will be no repeat offense.
- ⇒ **2<sup>nd</sup> offense:** After an investigation is complete, the student and parents will be required to meet with the Head of School. Depending on the severity of the second offense, consequences can range from the loss of computer privileges to a suspension from school/dismissal from school.

**A copy of this document is also located in the Student/Parent Handbook.**



## Maple Street School Responsible Use Policy Contract

By signing this contract, the student and his/her parents agree to abide by The Technology Responsible Use Policy. The student and his/her parents should discuss these rights and responsibilities together.

The student and his/her parents are warned that MSS does not have control of the information on the Internet. MSS believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration far exceed any disadvantages of access. Ultimately, parents of minors are responsible for setting and conveying the standards that their child should follow. Parents should feel free to call the Maple Street School technology staff at 362-7137 to address any concerns they may have about their child's access to the Internet.

Before being issued a computer, both the student and a parent must sign below indicating that you and your child are aware of and agree to abide by the requirements above and the Technology Responsible Use Policy. Thank you for your thoughtful attention to these matters.

In order to make sure that all members of the Maple Street School community understand and agree to these rules of conduct, we ask that you sign the following statement:

**Parent:**

I understand that the staff of MSS cannot monitor all of the information my child is accessing or downloading while in the classroom nor while the child is away from school. However, both my child and I understand that the accessing of (or saving of) inappropriate material will not be tolerated. Any accessing of inappropriate material or any misuse of technology at Maple Street School, including bullying or harassing others, as indicated in the Technology Responsible Use Policy will result in serious disciplinary action, and parents will be contacted immediately.

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

**Student:**

I, \_\_\_\_\_, have read and understand the Technology Responsible Use Policy as it applies to the use of technology at Maple Street School. I will abide by the policy in letter and spirit, and I understand that violating it will result in disciplinary action taken by the school.

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

**This page must be returned to the school.**  
Please retain a copy for your records.