



## Connecticut Friends School Acceptable Use of Technology Policy 2010-2011

Connecticut Friends School believes it is important to provide technology resources for all students to use during the academic day. Likewise, the school expects that all members of the community will use these resources in a responsible, appropriate, ethical and legal manner as well as in the spirit of the values of Connecticut Friends School.

Connecticut Friends School provides students, faculty and staff with access to computer networks that include Internet access, email or class e-mail, word-processing and other licensed software.

Internet access on the School's network may be monitored and students' email messages, documents or computer storage areas are not guaranteed to be private.

Our computer network, including Internet access, has been established with a limited educational purpose to assist with the following activities:

- The completion of academic and professional work
- Communication among members of the School community and with the world beyond our campus
- Limited high-quality extracurricular activities

It has *not* been established as a public access or public forum. The school has the right to place reasonable restrictions on the material you access or post, to require training before you are allowed to use the system and to enforce all rules set forth in the school handbook and the laws of the state of Connecticut.

The *Connecticut Friends School Acceptable Use of Technology Policy 2010-2011* (AUTP) outlines policies related to the Connecticut Friends School computer resources (including all computers, laptops, printers, media equipment, media, electronic files and the campus network). The school is not liable for any information that may be lost, damaged, or unavailable due to technical difficulties, nor is it responsible for any unauthorized purchase of products or services. ***Parents/guardians are responsible for supporting the school's standards that children should follow when using Internet resources.***

Please sign below and return to Connecticut Friends School

I have read all of the guidelines in *Connecticut Friends School Acceptable Use of Technology Policy 2010-2011*, as posted on the CFS website. I understand its terms, and I agree to abide by them to the best of my ability.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Student \_\_\_\_\_

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I have read all of the guidelines in *Connecticut Friends School Acceptable Use of Technology Policy 2010-2011*, as posted on the CFS website. I have discussed it with my child and we understand its terms.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_

### **Personal Safety**

- You will not publicly post contact information (e.g., address, phone number) about yourself or any other person.
- You will not post photos of yourself or anyone else to a public forum or email photos to someone or some company that you don't know.
- You will never agree to meet with someone you have met online. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be immediately reported to school administrators and a parent/guardian.

### **Illegal Activities**

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account or accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, threatening the safety of a person, etc.

### **System Security**

- If you are given an individual account by the System Administrator, you are responsible for that account and should take all reasonable precautions to prevent others from being able to use your account. Never give your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.

### **Inappropriate Use**

Each class has a Connecticut Friends School email account. Email should only be used for legitimate and responsible communication between students, faculty and the outside world.

- Hate mail, personal attacks, harassment, prejudicial or discriminatory remarks and other antisocial behaviors are prohibited.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in public or private messages.
- You will not post information that could cause danger or disruption.
- You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.
- You will not use the School's computers to make personal purchases of products or services online.
- You will not use the School's computers for any purpose that runs counter to the philosophy or spirit of Connecticut Friends School.

### **Respect for Privacy**

- You will not repost or forward a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about yourself or another person.
- You will not use any school email list for purposes other than official school business.

### **Respecting Resource Limits**

- You will use the system only for approved educational activities.
- Use of the school's computer resources for instant messaging, chat services, auctions or online-gaming/gambling are not permitted.
- You will not install, upload or download programs. Files stored on the network should be limited to those used for academic projects or other school activities. Games, commercial software, graphic or audio files that are not being used for a Friends School project should not be stored on the school's computers or network, and are subject to removal by the network administrator.
- You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).

### **Plagiarism and Copyright Infringement**

- You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce, copy, download or install a work (including music or video) that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a librarian or teacher.
- Software provided on school-owned computers is the property of, or licensed by Connecticut Friends School and to copy it from the system is a copyright violation.

### **Inappropriate Access to Material**

- You will not use the system to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).
- If you mistakenly access inappropriate information, you should immediately tell your teacher, or system administrator. This will protect you against a claim of intentional violation of this policy.
- Your parents may instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

### **On the Quality of Online Information**

The Internet is an incredible storehouse of information. However, it must be used wisely. It is a largely unregulated resource that is open to *anyone*, anywhere and just because something appears on a Web site does not make it legitimate, lawful, harmless, authoritative, objective, accurate or current.

### **Off-campus Computer Use**

Although, strictly speaking, students are texting, posting to Facebook (and other social networking sites), playing electronic games and emailing during non-school hours, Connecticut Friends School staff reserve the right to get involved if issues of cyber-bullying enacted during after-school or weekend hours disrupt the harmony of the CFS community and such issues begin to affect the school day. Unkind gestures of any sort are not in keeping with the priority CFS, as a Quaker school, places on community. We expect CFS students, parents, staff and trustees to practice best manners at all times, during school hours and at all other times. We expect all members of the school community to work out conflicts via methods that creatively and non-violently resolve the conflict, not escalate it.

This document is subject to change at any time. The most current version of our AOTP can be read and downloaded from the [forms](http://www.CTFriendsSchool.org) link on our web site: <http://www.CTFriendsSchool.org>. A copy is also posted in each classroom and copies are also available in the office.