

Birchwood School Network/Computing Acceptable Use Policy

2011/2012 Grades 3-8

Issue Date: August, 2011

Policy effective August 28, 2011 – August 28, 2012

Student access to computers will be granted when this document is read, initialed, signed and dated, and returned to school.

Student Name: _____

To the parent(s) or guardian(s) of the student named above:

Birchwood School recognizes that computers and related technologies promote learning, provide access to information, and enhance personal productivity. The use of the computers is a privilege not a right. The focus must be on what is best for students and how best to meet the students' educational needs.

Birchwood School has developed administrative regulations governing the use of electronic media and instructs all users in the proper use and care. Such instruction will include ethical responsibility related to the use of technology. Educators and other staff will make reasonable efforts to supervise student use of the network and Internet access, but all students must also take responsibility for appropriate and lawful use of this access.

Attached are the Birchwood School Acceptable Use Policy and the Birchwood School Image Release Contract Clause. Upon reviewing and signing the contract annually, students indicate their agreement to follow its terms and conditions. All students must have his or her parents or guardians read and sign the agreement. Birchwood School cannot provide computer, network, or Internet access to any student who fails to return the agreement as directed with the signatures of the student and his/her parents or guardians.

Questions regarding the provisions of the agreement should be directed to the director of Computer and Technology.

Personal Responsibility

By signing this contract, you are agreeing to follow the rules outlined.

Terms of the Permitted Use

A student, who submits to the school, a properly signed contract and follows the terms of the agreement, may have computer, network, and Internet access during the course of the school year. Students will be asked to sign a new contract each year during which they are students at Birchwood School.

Acceptable and Unacceptable Uses

1. Acceptable Use is for Educational Purposes Only: I will limit my use of telecommunications in school to the educational objectives established by my teachers.

2. Unacceptable Uses:

- a. Theft. I will not trade secret information or copyrighted materials. I will not plagiarize (copy) information.
- b. Slander and Libel. I will not cause harm to others or damage to other's property. I will not harm another's reputation by lies or mislead anyone into believing that someone other than me is communicating.
- c. Harassment. Toward others, I will not use foul or abusive language or name-calling, post offensive images or text, or post information that injures another.
- d. Vandalism. I will not make deliberate attempts to damage the hardware, software, or information residing on the school network or any other computer system attached through the Internet. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate cancellation of my privileges. I will not tamper with any equipment or change any computer settings unless directed.
- e. Invasion of Privacy. I will not use another person's account, and I will not share my password with anyone else.
- f. Security. I will not interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruption from unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network.

Student Initials & Parent Initials

- g. Selling. I will not sell or buy anything over the Internet. I will not share my home address or phone number.
 - h. Software Policies. I will not use telecommunications provided by Birchwood School for illegal purposes, for example, installing a single use computer program on more than one system. I will not copy any Birchwood owned software.
 - i. will use the printers in a responsible manner. I will ask permission before printing unless given instruction to print by a teacher. (Toner and paper, along with printer repairs and replacements are very expensive. Keep this in mind when using school equipment.)
 - j. I will not use webcams on laptops unless given specific instructions from a teacher to use for a class assignment.
3. *Netiquette*: All users must abide by rules of network etiquette, which include the following:
- a. Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b. Avoid language and/or pictures which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material that is unethical, illegal, immoral, threatening, obscene, harassing, or simply inappropriate or unacceptable information.
 - c. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

Email Accounts

Each student in 5th through 8th grades will be given an email account to use for school related activities online and for communications with other students and teachers. Email addresses are not to be used for any purpose outside of school.

Privacy

Network and Internet access is provided as a tool for your education. Birchwood School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school and no user shall have any expectation of privacy regarding such materials.

Failure to Follow the Agreement

Use of the computer network and Internet is a privilege, not a right. If any user violates this contract, the student's access will be denied for one week and he or she may be subject to additional disciplinary action. Upon the second violation, the student's access will be denied for two weeks and he or she may be subject to additional disciplinary action. In case of a third violation, the student's access will be terminated permanently and he or she may be subject to additional disciplinary action.

Cyberbullying or unacceptable use of social networking sites will result in immediate suspension for one day. There will be no tolerance for instances of the Internet, cell phones or other devices being used to send or post text or images intended to hurt or embarrass another student or a teacher.

Warranties/Indemnification

Birchwood School makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computers, network, and the Internet provided under this agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this agreement.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional information, or to sign a new contract which reflects developments in the law or technology.

This document was derived by piecing together the three following sources: 1. <http://bjhs.wood.k12.wv.us/AUP%20for%20web%20page.rtf>
2. <http://www.greenwickschools.org/page.cfm?p=861> 3. <http://www.hawken.edu/pdf/0506-aup.pdf#search=%22computers%22>

**Birchwood School Network/Computing Acceptable Use Policy Contract
2011/2012 Grades 3-8**

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Birchwood School Acceptable Use Policy. If I violate or in any way misuse my access to the Birchwood School's computers, network, and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Print: **Student Name** _____

Student Signature _____ **Date** _____

Print: **Parent Name** _____ **Phone:** _____

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Birchwood School's Network/Computing Acceptable Use Policy for the student's access to the Birchwood School's computers, network and the Internet. I understand that access is being provided to the students for educational purposes only. However, in spite of best efforts and the use of filtering, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by these terms. I am therefore signing this contract and agree to indemnify and hold harmless Birchwood School, all of its administrators, teachers, and staff, and any companies that provide Internet access and filtering and any providers of network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the Birchwood School contract. Further, I accept full responsibility for supervision of my child's or ward's use of the Birchwood School network and Internet resources if and when such access is not in the school setting. I hereby give permission for my child or ward to use Birchwood School's computers, network, and the Internet.

Parent Signature _____ **Date** _____

All pages of this agreement must be read, initialed, signed and dated, and returned. If you would like a hardcopy of this agreement, please make a copy or print it from the Documents and Letters from the Admissions section of the school website.

**Birchwood School Image Release Contract Clause
2011/2012**

Permission for photographs, video, and school directory:

By signing below, parents or guardians grant Birchwood School permission to use, publish, and modify, in any medium now or hereafter known, the student's name, image, likeness or voice, regardless of the source, for education, promotional, and any other purposes relating to Birchwood School, including without limitation, in photographs in school publications, in photographs or videos on Birchwood School website, or in videos produced (the "Permitted Uses"). I hereby waive the right to inspect and approve Permitted Uses and further waive any claim for compensation. I understand that the Birchwood School may use such photographs or videos with or without associating names thereto. I grant permission to include the name, address, telephone number, and e-mail address of the student and parents or guardians in the School Directory. Written notice must be sent to the Office of Communications if you wish to restrict the Permitted Uses or use of the information. The undersigned parents or guardians acknowledge that, notwithstanding their failure to consent to the Permitted Uses, Birchwood School is permitted to use photographs and videos of crowds that may contain the student.

Liability Release: The undersigned parents or guardians hereby fully and forever release Birchwood School from any claim for damages of any kind arising out of the use or publication of photographs or videos of the student by Birchwood School, and agree not to initiate legal proceedings against Birchwood School for such use or publication on their own behalf or on behalf of the student. The release and agreements contained in this paragraph are irrevocable.

Parent Signature _____ **Date** _____

This agreement is valid for the 2011-2012 school year only.