

Birchwood School Network/Computing Acceptable Use Policy 2011-2012 Grades K, 1, 2

Issue Date: August, 2011

Policy effective August 28, 2011 – August 28, 2012

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.

Rules for using the computer:

1. I will use the computer only when my teacher tells me to.
2. I will do only the work that the teacher tells me to do on the computer.
3. I will be polite when using the computer.
4. I will not copy information from the computer and say that I wrote it.
5. I will not lie about another person on the computer.
6. I will be careful with the computer and computer supplies. I will not break anything on purpose.
7. I will not share my home address or phone number on the computer.
8. I will not copy or take any Birchwood owned software.
9. I will ask permission before printing. (Keep in mind that cartridges and paper are very expensive.)

I agree to follow these rules.

Student Signature _____ **Date** _____

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.

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.

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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.

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 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.