# THE FOOTE SCHOOL
# ACCEPTABLE USE POLICY FOR TECHNOLOGY
# 2017-2018

## General Policy

The Foote School provides computers and networked resources in support of the school's mission. To help students, parents and other members of the Foote community understand their role as digital citizens in the Foote community, everyone is expected to read and follow the spirit of this policy. All students will return a signed copy of the policy to the registrar after they have read and discussed it with their parents. Teachers receive this AUP and acknowledge their understanding of the policy when they sign for their faculty handbook.

While each computer location (i.e., library, lab, classroom) may have additional rules that are specific to that site, in general the following rules apply across campus, and user cooperation is expected at all times.

## Examples of Expectations

**Responsible Digital Citizenship:**

- Always ask permission before using the internet on any digital device (personal or Foote-owned - cell phone, tablet, computer, etc.)
- Always ask permission before borrowing Foote equipment.
- Be sure an adult is present, aware of, and able to view your activity when using computing equipment.
- Let an adult know if you see any activity or material that seems inappropriate, disconcerting or questionable.
- Never threaten, harass, bully, intimidate or otherwise that communicate hurtfully or in any derogatory or mean-spirited way, this includes cyber-bullying
- Don't participate in illegal or unethical activity: theft, trespassing, vandalism, gambling, invasion of privacy, abuse of equipment (changing workstation configurations, downloading unauthorized software).
- Only educational games owned by Foote are allowed and are always at the discretion of the supervising teacher.
- Be mindful of programs or media (images, sounds or settings), which may offend or annoy others. Be prepared to close or mute anything offensive.
- Understand that any computer connected to, or account associated with, the school's network may be electronically monitored (directly and remotely) at any time and without notice.

**Network Resources and Accounts:**

- Saving and protecting your work is your responsibility. Save often and back up critical work.
- Keep your accounts (network identity) safe by protecting your personal information.  Never share important personal information (passwords, social security numbers, bank numbers) with others.

www.footeschool.org/forms

- Never log on as someone else or access their private data even if you have their permission.
- Alert an adult immediately if you or anyone you know has access to (passwords for) another person's account.
- No eating or drinking in computer areas or around Foote computing equipment.

## Internet:

- Do not use any software that allows you to bypass Foote internet filters, passwords or other security tools.
- Peer-to-peer and bit-torrent software is not allowed under any circumstances.
- Share the Foote internet connection. Do not abuse bandwidth by downloading or sharing excessively large files or constantly streaming video, music or other files, that are not essential to your work.

## Plagiarism & Copyright Infringement:

- Do not copy any work and present it as your own.
- Give credit and cite sources as with any printed or otherwise copyrighted materials.

## Email:

- Do not send any email anonymously (with a pseudonym or alias) that hides your identity.
- Do not send any group email without getting permission from a teacher or adviser.
- Never send spam or chain letters or business solicitations.
- Only use email for brief notes easily written in a few sentences. Communicate more complex ideas in person.
- Do not use your Foote email account to sign up for any social networking account (Facebook, Twitter, etc.)

## Social Media:

- Social networking sites have become a valuable aspect of daily communication for families, businesses, our social lives and in academic settings. Clearly the ability to reach out to chosen audiences in a quick and efficient manner has many benefits. However, as with so many other powerful resources in our lives, the strengths of those resources may also be their weaknesses. We have all heard stories of social networking users, children and adults, who have discovered too late that a post sent online intended to be harmless or humorous was in fact harmful, hurtful or even, on occasion, catastrophic. It is very difficult to fully understand the contexts of all of those with whom we quickly share our posts. Given that, schools and other organizations have found it necessary to take steps to ensure that their members are aware of potential pitfalls.
- Do not use any personal social media or communications accounts while on campus. Students may be allowed to access their personal email accounts briefly for school-related work; however, they may do so only with prior permission of the supervising teacher and should primarily use their Google account for all school-related work.
- At Foote we expect that any representation of ourselves or other members of the Foote community will be consistent with our community expectations for our interaction with each other. Staff, administration and faculty members maintain only professional relationships with

students. "Friending" is the term used to describe linking one social networking account to another. Though it may be called by other names, the concept is similar from site to site and is not permitted between faculty/staff and current students. In essence, we expect the values we exhibit online to correspond with those we practice each day in our face-to-face encounters at Foote.

**Personal Devices:**

- All school regulations apply to personal laptops and other personal electronic devices (i.e., students still need specific permission to go online each time, etc.).
- Before a student can connect his or her personal laptop to the school network, the student must bring the laptop to the JMSTB Technology Lab with a Foote Personal Equipment Use Form completed by a parent or guardian. This gives the Foote School IT staff permission to make appropriate configuration changes to that computer so it will connect to Foote resources.

Please note that these are examples, that illustrate and support the school's philosophy. This is not a comprehensive list and these points may not cover all cases of inappropriate digital behavior. As with any unethical, unfriendly or illegal activity, students will face disciplinary action if choosing to behave inappropriately. Also, technology use at Foote is a privilege that may be revoked temporarily or permanently if abused.

In addition to the on-campus rules, The Foote School has jurisdiction over the off-campus electronic communication as published: The school's jurisdiction to deal with discipline problems covers not only activities on campus but also any and all activities by students off campus that have, or may have, an adverse impact on the school, its students or its faculty.

You should discuss these terms and concepts with parents, peers, teachers and advisers, but feel free to contact the Foote Technology Team if you have any unanswered questions.

**Access to Foote's technology will not be permitted until the parent and student sign this form.**

I have read and understand The Foote School Acceptable Use Policy for Technology 2017-2018:

Please PRINT & SIGN below:

Student: _____

Signature: _____

Date: _____

Parent: _____

Signature: _____

Date: _____