

# The Marshall School

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## Electronics Acceptable Use Policy

Students and their parents are asked to sign the Acceptable Use Policy to keep on record at the start of each school year. The Acceptable Use Policy reads as follows:

The staff of The Marshall School strongly believes in the educational value of technology and recognizes its potential to support the curriculum and enhance student learning. We strive to provide quality experiences to students using school technologies, and inappropriate use of the equipment is strictly prohibited. Computer use at school may be revoked if a student does not adhere to the school's guidelines.

The school operates under a system of trust and shared responsibility in the pursuit of healthy intellectual and social growth. This document assumes that trust and clarifies those responsibilities. Please read the document carefully and sign at the bottom.

### Acceptable Use Policy

I understand that the use of school technology or personal devices (such as laptops and Chrome books) must be in support of the curriculum and in accordance with the educational goals and objectives of The Marshall School. This means that "surfing" the web for sites that are not curriculum-related, accessing personal email and social networking sites, and other personal activities should be reserved for home use.

I will insure that these personal devices (such as laptops and Chrome books) are not loaded with games that may distract from the school's learning goals.

Tablets, Gameboys, iPods or cell phones are not allowed during the school day without teacher permission.

Any device brought into the school should not have any adult, disturbing, or "horror" content loaded on it. If a student is found with this content on their device, it will be confiscated, and we will speak with the parents about removing any electronics privileges at the school.

With permission, a student may use an iPod or phone device to play audio books or music while they work, with the goal of helping them focus. However, if the student is caught using these devices to text, play games, look at social media sites, or any activity other than listening to music or audio books, the device will be confiscated and use of the device in school will be disallowed for a period of time.

### Personal Responsibility

I understand that the computers are a part of school property and therefore school policies and the honor code apply to their use. I understand that school personnel have access to my work stored on the server, information on my Internet usage, and everything I do while using school technology. As a member of my school community, I will accept responsibility for the proper use of school technology and for reporting any misuse.

The following guidelines highlight the spirit of this responsibility:

- I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment. I will not deliberately change in any way the software configuration of the network or of any individual workstation. I will not download any files or install any software (run any executable files) on the school's computers without the express, permission of the technology administrator. I understand this is how many computer viruses are spread.

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- I will observe copyright laws and fair use guidelines when using any printed, audio, video, or electronic information. I will not plagiarize, and I will cite my sources.
- I understand I am only allowed to search for appropriate content and use appropriate sites that pertain to school assignments on the Internet.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

## Cell Phones

I understand that personal electronic devices such as laptops, electronic games, cell phones, and other devices may not be used during the school day and may not be connected to the school network at any time. All cell phones will be turned in to the homeroom teacher in the morning, and retrieved at dismissal.

## Internet Safety

The Internet provides opportunities to access new resources, but it also introduces unique risks to students. The Marshall School provides access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
- I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.

## User Agreement (to be signed by all adult users and student users above grade 5)

I have read, understand, and will abide by the above Acceptable Use Policy for technology use, and will abide by them in letter and spirit. I understand that the use of school technology is a privilege, not a right, and inappropriate use could result in the suspension or cancellation of those rights and other disciplinary measures as decided by the school administration.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. The Marshall School has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold The Marshall School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through The Marshall School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date