

The Marshall School

Technology 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 ensure 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, mp3 players, 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 mp3 player 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.

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. For Lower School students, all cell phones will be turned in to the homeroom teacher in the morning and retrieved at dismissal. For Upper School students, upon arrival at school each day, all student-owned cell phones are required to be checked in at the front office, where they will be stored in a locked container throughout the day. At the end of the school day, cell phones will be returned to the owner.

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Network Filtering

The Marshall School limits exposure of inappropriate and illicit internet content to students by putting systems in place which filter network traffic and block student's access to some websites. These restrictions are in place on all devices, both school-owned and personally owned, that connect to the school network. All devices that need to connect to the school network must be installed with a security certificate and use an active user account on the school's network. Please note that filtering only occurs when connected to the school network. The school's filtering systems will not filter network traffic at home or on outside public networks (with an exception for Chromebooks logged on to an active school account).

While TMS makes significant efforts to filter inappropriate content, students could reach content parents feel is not appropriate. If this occurs, families are encouraged to discuss the matter with the students and report the inappropriate content to teachers or administrators. ***Purposely bypassing content filters is a violation of this Acceptable Use Policy.***

Personal Responsibility

I understand that school policies and the honor code apply to the use of computers and electronic devices at school. I understand that school personnel have access to my work stored on the school platform, information regarding my Internet usage, and everything I do while using technology at the school. As a member of my school community, I will accept responsibility for the proper use of 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 follow copyright law and avoid words or images that are pornographic, obscene, graphically violent, insulting, or vulgar when downloading, uploading, or importing music, images, or videos while at school, on the school network, or using my school account during or outside of school hours. 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.
- 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.

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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.

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Technology Acceptable Use Policy Signature Page

(Submit this page only to the school)

Student 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 the school's technology resources, including the Internet, that are available through The Marshall School.

Parent Signature

Date