

Keith Country Day School Middle and Upper School Technology Responsible Use Agreement

“The computers and technology are to be used purely as a tool for educational purposes while on the premises. They should not be used to harm or violate the rights of any person(s) within Keith Country Day School or the community.”

■ From Keith Country Day School Honor Code

SIGNATURES AFFIXED BELOW BY BOTH STUDENT AND PARENT/GUARDIAN INDICATE AN UNDERSTANDING OF THIS AGREEMENT AND CONSTITUTE A PLEDGE TO UPHOLD IT.

E-Mail

- I will use email as an exchange for appropriate information. I will not use any derogatory or otherwise inappropriate language or exchanges on the email system. I will reserve delicate or difficult information for face-to-face communication.
- I will not attach files over 20mb through the email system.
- I will not send any chain letters or mass mailings to students, teachers, or any other email group.
- I will never access another person's email account.
- I will only give out my e-mail for school related communications.

Internet

- I will never give out personal information while using the internet without parent permission.
- I will use the Internet only for scholarly research and to obtain needed information. I will not access inappropriate information or download files unrelated to school purposes.
- To avoid plagiarism, I will properly credit sources for all material I obtain over the Internet and use in academic work at Keith Country Day School.
- I will never attempt to gain access to information that I do not have a right to see.

Responsible Use

- I will label my computer, computer case, and accessories in a permanent fashion allowing me to distinguish my items from others.
- I will establish and maintain secure passwords.
- I will not use computer games at school.
- I understand that the school may mandate the installation of particular software to assist in the teaching/learning process.
- I will backup all my school files to the network, daily.
- I will not share my passwords with others.
- I will not install software which conflicts with school settings.
- To prevent the spread of viruses, I will be cautious when I share disks or otherwise load information onto my laptop.
- I will not download or use pirated music or software.
- I will not make sound recordings or take photographs without the specific consent of those whom I am recording or photographing or video. This includes the use of cell phone cameras.
- I will turn off the sound while at school unless I am otherwise instructed by a faculty member for a particular in-class, academic use.
- At school, I will lock my laptop in my locker when I do not need it, especially during lunch.
- I understand that damage to my computer by food, drink, or negligence is my responsibility and is not covered by the school.
- I understand that while my computer is connected to the network, my actions can be monitored and logged.
- Misplaced laptops and accessories may be retrieved from the Technology Office for a \$1.00 “kept-safe” fee.

Parents

- I understand any passwords that I may receive from Keith Country Day School or my child are to be held in the strictest confidence and should not be given to anyone for any reason.

I fully appreciate that any violations of this agreement will be dealt with by the Honor Council or the appropriate school administrator.

I, (student – please print your name) _____ agree to abide by the expectations for the use of any computer at Keith Country Day School. I understand that any violation of these expectations may result in the immediate suspension of my privilege to use my laptop at Keith Country Day School; further misuse of my laptop will be subject to further disciplinary action.

Student Signature _____ Grade _____

Date _____

I, (parent/guardian – please print) _____ support Keith Country Day School in its efforts to teach integrity in using technology. I understand that my child will be subject to serious consequences determined by the Honor Council or school administration in the event that this agreement is broken.

Parent/Guardian Signature _____

Date _____