Fort Worth Country Day Middle School Technology Acceptable Use Policy

Purpose
The purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology for students in order to provide a safe, appropriate and effective learning environment for all at Fort Worth Country Day (the School).

In order to achieve this purpose, both the individuals using technology and the School have certain responsibilities. As a member of the School community, students must agree to follow School rules and commit to the School’s core values.

Introduction
The School provides students and employees with extensive technology resources, including computing facilities, local area networks, Internet access and email addresses. The School's goal is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community and the world.

Student Responsibilities

- The student’s iPad must be ready for school: It should arrive fully charged and ready to use. This also goes for any mechanical or physical problems with the iPad—it is the student’s responsibility to ensure the iPad is in working condition.
- The primary use of the student’s iPad is for school. If, for whatever reason, there is a problem with the iPad conforming to the needs of the class, it is the student’s responsibility to become compliant with those requirements. This includes removing games, applications, filters, settings to connect to your home gaming system and/or anything that hinders classroom use.
- If software is missing, then it is the student’s responsibility to ensure that software is available and accessible from his/her iPad in such a way that it does not hinder the class’s ability to progress forward.
- Students take full responsibility for the care and security of their device, and the School is not liable for personal technology.
- The academic day in the Mason Middle School begins at 8:05 a.m. and concludes for seventh- and eighth-graders at 2:20 p.m. and for fifth- and sixth-graders at 3:10 p.m. Students may not utilize their devices for non-academic purposes during this time. This includes gaming, messaging, social media, and any non-academic apps. Exceptions can be made at the discretion of a teacher. It is the student’s responsibility to get permission every time an exception is made to this rule.
- Socialization and outdoor physical play is seen as a valuable counterbalance to the students' plugged-in world. Recess time is an important time to achieve this balance. Except in designated study halls, student use of electronic devices for any use is not allowed.
- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is prohibited.
• Taking any pictures or recordings (audio or visual), which could be deemed compromising, profane, offensive, harassing, obscene or abusive is deemed grounds for suspension or expulsion.

System Security
• Students will log on to the network only as themselves.
• Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts.
• Students will immediately notify a faculty or staff member if they have identified a possible security problem.
• Any electronic devices brought on the FWCD campus are subject to search without notice or warning.
• Students will refrain from using any device or software that masks the use of the School resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures.

Intellectual Property and Privacy
• Students will not copy or transfer any copyrighted material(s) to or from computers on the Fort Worth Country Day network without the permission of the technology staff.
• Students will not plagiarize words or phrases found in books, on the Internet, on CD-ROMs or on other online resources.
• Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
• If a student encounters an inappropriate image, site or video online, he/she will immediately minimize the screen and inform an instructor.
• Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author’s permission. Students should check each site’s privacy and security policies carefully before posting or adding content that may be viewed by others presently or in the future.
• Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
• Students will not post private or false information about another person.

Inappropriate Language and Harassment
• Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Fort Worth Country Day, whether in public or private messages.
• Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
• Students should be respectful and polite in all online communication when using the School’s network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.

Students acknowledge and agree to the following:
• Students continuously represent the School whenever and wherever they use School computing resources. Student's actions could reflect on the School in all online communication.
• Students may be held responsible for any online behavior or content that connects them to the School or implicates the School in their behavior.
• If students knowingly enable others to violate these rules, students may lose the School network, email, or World Wide Web access.
• The School has software and systems in place that monitor and record all activities and traffic on the School computing resources. Students should expect only limited privacy in the contents of all personal files on the School network.
• Tampering with the School technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at the School, including their user account and network access.
• Violations of the School policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

See Student Handbook for Additional Expectations Regarding the Use of Technology in the Middle School.

Disclaimer: Fort Worth Country Day makes no guarantee that the services provided will be error-free or without defect. The School will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service.
Year of Graduation _______________

Fort Worth Country Day Technology Responsible Use Plan

Student’s Name (please print)

________________________________________________________

Last          First          M.I.

I have read, understand, and agree to follow the FWCD Technology Responsible Use Plan.

Signature of Student

________________________________________________________

Date___________

Parent/Guardian Acknowledgement: I have read and understand the FWCD Technology Responsible Use Plan.

Signature________________________________________________________

Date____________________