Episcopal Day School Responsible User Policy

Grades 5 - 8

The faculty, staff and administration at Episcopal Day School believe that access to today's technology and the skills that students will develop in using it are an essential part of both the learning process and student success in the future. These new opportunities also pose many new challenges, and meeting them is the joint responsibility of all members of the EDS community, including faculty/staff, parents, and students. The Responsible User Policy (RUP) helps us to address those challenges.

Please note: All areas of usage described in this agreement apply at all times, not only while I am at school.

I understand that I may responsibly use the EDS internal network and its connection to the Internet. Responsible use is defined by the following guidelines. Should problems or questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an appropriate faculty or staff member. I understand that I may be subject to disciplinary action if I do not abide by these guidelines

1) Digital Citizenship

I agree to be a responsible and positive digital citizen. I will use appropriate language for any for of communication. I will not create or encourage others to create or use discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other students, faculty or person. I will always be mindful that I am a representative of our school.

2) Privacy

I will protect the privacy of others and myself by not revealing passwords, addresses, or other personal information on the Internet or to others without seeking the guidance of a parent or faculty member.

3) Misuse

I will take care to use equipment appropriately and avoid treating it in a manner that will cause unnecessary wear and tear. I will monitor my printing, file storage, and data transfer activity.

4) Copyright

I understand that certain materials may not be copied or reproduced without the permission of the author. I agree to document and properly cite all information and media acquired through the Internet or other information technologies.

5) Inappropriate Use

I will use the school network only for appropriate purposes, including obtaining, using, processing, and distributing information for the purpose of legitimate school- related or school approved activities. I understand that inappropriate use includes, but is not limited to: assuming the identity of another; sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language; attempting to bypass Internet content filtering hardware/ software; attempting to bypass restrictions placed on the school device; illegal activity; and information which could violate another person's privacy. I understand that electronic communications are not guaranteed to be private.

6) School Name/Logos

I understand that I may not use the EDS name or EDS logo on the Internet without prior consent from school administration. This includes posting photos to social networking websites of individuals wearing EDS attire.

7) School Devices

I understand that I am not allowed to alter software or settings on school devices. The use of any software requires a license; therefore, the copying of any software is prohibited. Only programs installed on the school devices by EDS employees may be used. I may not sign into a personal iCloud/ Apple ID on my school device

Note for Parents:

Parents are strongly advised to supervise the use of the Internet at home. Students do not always understand the dangers of sharing personal information on the internet. Students may be subject to disciplinary action for misconduct while using a school- issued devices, even when that student is off campus.

Student Responsibilities:

- Students must not remove the protective case from the school device. This case is specifically designed to protect the device from everyday use and transportation by the student.

- The school-issued device is required to be at school every day, fully charged. If the device is left at home or is not charged, the student remains responsible for completing all coursework. Forgotten devices, malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exists.

- The student is responsible for taking care of all school-issued technology to include, if issued,: iPad, charging cord, protective case. All of these items must be turned back in to EDS at the end of the school year.

For distance learning days, students and caregivers should be aware of these additional expectations:

- Understand EDS Zoom and Google Meet meeting spaces are administered by the School and as such interactions may be recorded and monitored.

- Remember that the School's Responsible Use Policy applies both on and off campus.

- Join any video conferencing session (Zoom, Google Meet, etc) using only your first and last name (no nicknames, etc).

- Check email and classroom learning platforms (Seesaw, Google Classroom) regularly.

- Communicate with teachers 1-1 only via approved platforms in Zoom, Google (email, Docs, Google Meet) or SeeSaw.

- Treat students and teachers in online learning spaces with the same respect that they should receive in a classroom.

- Arrive promptly, be attentive, and ask for help when needed.

- Parents/Caregivers, report absences to homeroom teachers/advisors promptly.

- Treat online lessons and teacher/student interactions as private. These may not be recorded or posted on social media.

- Allow students to do as much work as possible on their own. Adults should refrain from intervening with a student's work or assessments except to monitor as needed. Some activities, especially in preschool and kindergarten, require

- To the extent that it is possible, use a calm and well-lit place from which to connect to Zoom or GoogleMeet, with a neutral background.

- Turn the camera on for live classes so that teachers can see the student.

- Profile pictures in Zoom, Google, and any other accounts used for school work must be appropriate and may not be of another person.

- Understand that accounts and communication tools provided by EDS (Google platform and SeeSaw) are not for personal use and limit interaction accordingly.

Devices are subject to routine monitoring by teachers, administrators and the technology staff. The EDS technology department will periodically monitor wireless activity. If the responsible use policy is violated, the device may be remotely locked down, wiped , and/or confiscated. Students are not allowed to use their personal computing devices in places of the EDS owned device.

Prohibited Uses Include:

- Accessing Inappropriate Materials
- IllegalActivities
- Violating Copyrights
- Inappropriate use of Webcam
- Malicious Use/Vandalism
- Misuse of Passwords/Unauthorized Access
- Attempts to bypass device-based restrictions or Internet content filtering

All devices remains the property of Episcopal Day School. All software/apps, files and documents stored on the device are the property of EDS. Electronic communication on the EDS network and on the EDS devices is not guaranteed to be private. EDS reserves the right to confiscate and search a student's device to ensure compliance with the Responsible Use Policy. Students in violation of the Responsible Use Policy may be subject but not limited to: disciplinary action, overnight confiscation, and/or removal of content. In the event of confiscation, completion of all class work remains the responsibility of the student. EDS is not responsible for financial loss of any personal files that are deleted.

I have read the Responsible User Agreement and agree to follow these rules and guidelines when using technology. All these rules apply while I am a student at Episcopal Day School and are not limited to my being on campus. I will engage in no activity at any time that is in violation of this Responsible User Agreement. All policies related to behavioral conduct expressed in the EDS Student Handbook also apply to the use of the computer network, email and the Internet.

I understand that an individual search of my computer, data and activity records will be conducted if there is reasonable suspicion that I have violated this policy.

Student Name (printed): _____

Year of Graduation: _____

Student Signature: _____ Date: _____

I hereby release Episcopal Day School, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the EDS network, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at EDS.

I understand that it is impossible for EDS to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I accept full responsibility if and when my child's use of information technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school.

I understand that I may be held financially responsible for any damage that occurs to school issued computing equipment.

I have read and understand the information contained in this agreement and agree to abide by all rules set forth in this agreement.
Parent Name(Printed):

_____

Parent Email Address:

_____

Parent Signature:

_____

Date: _____