

Responsible Use Agreement - Information Technology

Information technology use at Friends Academy is rapidly evolving and expanding. This agreement is meant to address the ways in which we use digital communications, social networks, and equipment in a general way. As in all areas of Friends Academy community life, our core values should always guide behavior and decisions. In our changing digital world, it is very important to be always mindful of your online reputation and to take every precaution to safeguard it. This agreement is intended to help you develop the habits of good digital citizenship.

General

- I will assume that anything included in an email, text message, or online post is public and permanent.
- I understand that the use of any electronic communications to harass or bully another is unacceptable and will be addressed by the administration. If I am being bullied or harassed, I will report it to a trusted adult so that the behavior can be addressed.
- I will be responsible for the integrity of my account and any equipment entrusted to me. I understand that sharing my account information or logging in on behalf of someone else is not permitted.
- I will observe the rules of copyright and fair use.
- I will only use digital tools with permission from a teacher and while under supervision of a teacher.
- I will not take photos or make recordings of fellow students, faculty or staff without obtaining prior permission.
- I will properly store my laptop when not in use.

Social Networking

- I understand that teachers are discouraged from interacting with current students on non-school related social networking sites.
- For my own protection, I understand that it is highly recommended that I set my accounts to have the maximum level of privacy.
- I will not post any information that discloses confidential information about the school or personal information about another student or a member of the school community.
- I will not post anything that is disparaging of the school, or of any student or member of the school community (current or former).

Use of Personal Devices

As I am provided with a laptop and other equipment for use at school, I understand that there is no need to bring in any internet-connected devices to school without prior permission from a teacher or administrator. I understand that if I bring in such devices that they should be turned off and stored in my backpack while on school property. Such devices include but are not limited to tablets, smartphones, and smartwatches. If I am caught using such a device without permission I understand that it will be taken from me and returned to a parent or guardian.

I understand that my use of the Friends Academy network is neither private or confidential and may be reviewed, accessed, and/or monitored by Friends Academy at any time. This right to review, access, and monitor extends to the use of personally owned devices on the Friends Academy network.

I understand that:

- Friends Academy may selectively limit bandwidth, filter, or block Internet applications and content.
- Use of personal devices should be undertaken with the same ethical behavior that guides the use of school-owned equipment.
- Responsibility to keep personally owned devices secure lies with the individual owner. Friends Academy is not liable for any device stolen, infected, or damaged on campus or at school functions.
- Friends Academy's IT Department will not provide repair services for personally owned technology devices.
- Limited printing from personally owned devices may be supported.

Technology is one of the many tools that Friends Academy uses in its mission to inspire community members to be lifelong learners and stewards of the environment. Responsible and ethical behavior is expected of everyone in all aspects of school life.

I, _____, have read, understand and agree to respect and follow the rules of this Responsible Use Agreement. I am aware that repeated or serious violations of this agreement may result in disciplinary action, including loss of access to technology resources and may be interpreted as initiation of the process of withdrawal from the school.

Signature

Grade

Date

Signature of Parent/Guardian

Date