



## ACCEPTABLE USE POLICY – COMPUTER LABS

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**REVISED: 2011**

In making decisions regarding student access to the Internet, Woodland Country Day School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation as citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

Students utilizing Woodland-provided Internet access must first have the permission of and must be supervised by Woodland Country Day School's professional staff at all times. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules of Woodland's Honor Code apply at all times.

The purpose of Woodland-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Woodland Country Day School. Access is a privilege, not a right. Access entails responsibility.

Students and parents should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that students are acting responsibly.

***The following uses of school-provided Internet access are not permitted\*:***

- a.** to access, upload, download, or distribute obscene or explicit material;
- b.** to transmit obscene, abusive, explicit, or threatening language;
- c.** to violate any local, state, or federal statute;
- d.** to vandalize, damage, or disable the property of another individual or organization;
- e.** to attempt to circumvent filtering software to obtain access to disallowed content;
- f.** to access another individual's materials, information, or files without permission;
- g.** to gain access to any secure school area not intended for students, including but not limited to, grading systems, parent correspondence, student records, teacher files or the files of other grade levels.
- h.** to violate any Woodland honor or behavior standards, including those using technology as an extension of these offenses; and,
- i.** to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

*\*These are only common examples. Please note that any use of school computers for immoral, illegal or aggressive behavior is covered under this AUP. Additionally, attempts to gain access to any part of our network from other locations are strictly forbidden.*





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### ***Violations and Disciplinary Action:***

Individuals violating this policy shall be subject to the consequences as indicated in the Woodland Honor Code, Demerit System and other appropriate discipline which can include but is not limited to:

- Suspension of computer and/or network privileges;
- Revocation of computer and/or network privileges;
- Detention and/or suspension from school;
- Expulsion from school;
- Legal action and prosecution by the authorities.

**Any** violation of Woodland policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined by the discipline committee or at the main office in keeping with existing procedures and practices regarding inappropriate actions, language or behavior. When and where applicable, law enforcement agencies may be involved.

### ***Responsibility and Intent:***

Woodland Country Day School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. Woodland will not be responsible for:

- any damages users suffer, including--but not limited to--loss of data, lapses in blocking software or system failure.
- personal property used to access Woodland computers or networks or for Woodland-provided Internet access.
- unauthorized financial obligations resulting from Woodland-provided access to the Internet.
- student access to any inappropriate content or location.
- any result of student use not covered above.

While the Woodland's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should Woodland institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Woodland's acceptable use policy. *Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.* Toward that end, Woodland Country Day School provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**Students should not use technology failure as an excuse for late or missing homework or projects. Each student is responsible for backing up his or her work.**

***NOTICE:*** *This policy and all its provisions are subordinate to local, state, and federal statutes.*





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### Acceptance of the Woodland AUP

*[signature required]*

In order for your child to participate in any computer-related activity, both the guardian and the student must review this entire AUP and agree to its terms. If the form is not returned, the student will not be able to access computers, thereby affecting his or her Computer Technology grade and possibly grades in other classes requiring computer access. If you do not wish your child to access the school computers, please specify on the form below and alternate plans not requiring computer access will be considered. Woodland promotes a safe, happy learning environment.

Please return this package by \_\_\_\_\_. Copies of the full AUP are available for your records, as they will provide easy reference should an issue arise. If you wish a copy for your records, please let your child know and one will be immediately provided. As classwork and homework begin immediately during the school year, we urge you to return this form in a timely manner to avoid conflicts with classroom time.

Thank you,

**Paul Kuntz**

Head of Upper School / Technology Coordinator

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### ACCEPTABLE USE RETURN FORM

Student Name: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

We the above have read the Woodland Country Day School Acceptable Use Policy in its entirety and fully understand the policy and its procedures. As such, the following decision has been made for the student above:

- |   |   |
|---|---|
| <input type="checkbox"/> I accept the Woodland Acceptable Use Policy and agree to all its procedures. I want the student indicated above to have regular access to school computers and related activities. | <input type="checkbox"/> I do not wish for the student above to participate in the school computer program. I understand that I will need to meet with the Head Of School to discuss possible alternate activities. |
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\_\_\_\_\_  
*[student signature]*

\_\_\_\_\_  
*[guardian signature]*