

The Calverton School Acceptable Use Policy for Lower, Middle and Upper School Students and Parents/Legal Guardians

The Calverton School puts enormous technology resources at the fingertips of members of The Calverton School community—students, faculty, administration, staff and parents/guardians. The technology resources provided by The Calverton School are to be used solely for academic and school-related extracurricular purposes which include: classroom activities, communication about school-related projects, career development, homework, and supervised self-discovery exercises. Every person has an obligation to use these technology resources responsibly, and in a manner that respects others and does not discredit himself or the School.

The Calverton School Parent/Student Handbook requires all students to have consideration for the personal and material rights of others. Bullying, destroying property, and stealing are unacceptable behaviors. Information is a form of property; and email, text messages and other electronic communications are forms of speech.

This document outlines and explains the rules that make technology use safe and productive for all members of The Calverton School community. The use of technology, whether school or personally owned, is a privilege and not a right of members of The Calverton School community.

A violation of the rules stated in this Acceptable Use Policy is a violation of the Philosophy of Honor Code and may result in suspension of network privileges, suspension or separation from The Calverton School, criminal prosecution, or other disciplinary actions as described in The Calverton School Student Handbook.

DEFINITIONS

“The Calverton School Technology Resources” encompass all technology resources provided by The Calverton School and include all components of the “CougarNet” (systems, wiring, hardware, software, network resources and other material stored on the network) as well as all provided “CougarNet Online Services” (Internet access, and all online services including but not limited to RenWeb, the primary classroom management resource, Facebook Community, Calverton School Google Apps for Education, Microsoft Office365, web postings, journals, chats, subscription and non-subscription services). Many of The Calverton School Technology Resources enable or facilitate access to sites on the World Wide Web. Community members understand that third parties over whom The Calverton School exercises no control maintain these sites.

“Personal Technology Equipment” includes on-campus use of personal devices such as but not limited to cell phones, laptops, tablets, cameras, and calculators. The School will offer limited support on Personal Technology Equipment, which may include installing printers, copying files and accessing the Internet. The Calverton School is not liable for any loss of data or damage to Personal Technology Equipment.

STUDENT RESPONSIBILITIES

1. Each student shall use The Calverton School Technology Resources and Personal Technology Equipment in a responsible manner only for legitimate learning purposes.
 - Personal Technology Equipment shall not be used for personal entertainment or to circumvent restrictions in place on School-owned workstations.
 - It is a student’s responsibility to report all violations of this Policy, including threatening or uncomfortable materials or destructive behavior, to a teacher or network administrator.
 - On-campus use of non-approved social networking sites, Internet chat rooms, conversational bulletin boards, instant messaging software, gaming sites/software and file sharing sites/software is forbidden.
2. Each student understands that **The Calverton School owns or has rights to all components** of The

Calverton School Technology Resources. Therefore:

- The Calverton School has the right to limit access and monitor content of The Calverton School Technology Resources and Personal Technology Equipment when appropriate. This includes logging website access and other usage habits and details. The School reserves the right to confiscate and audit Personal Technology Equipment if used in an inappropriate manner.
 - Any information obtained by monitoring, reviewing, or recording may be subject to review by law enforcement organizations in connection with investigation or prosecution of possible criminal activity on or associated with The Calverton School's resources. The Calverton School will comply with all effective court orders and subpoenas involving requests for such information and will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through The Calverton School Technology Resources.
 - All content created and saved on The Calverton School Technology Resources is the property of the School. If a student leaves the School community, he may take a copy of the files, but the content created at The Calverton School remains property of the School.
3. Each student is responsible to protect and maintain the integrity of The Calverton School technology resources in a manner consistent with the Calverton School standards of behavior and this Policy. Students should:
- Preserve the integrity of hardware, settings, operating systems and configurations or associated files.
 - Save only education files in the Calverton School Educational directory, online domain, or removable media, unless otherwise directed.
 - Take all responsible precautions to prevent others from gaining access to personal accounts. Under no circumstances may a student authorize anyone to use his/her name, USER ID, or password or files. Each user is responsible for all uses and contents of his/her account.
 - Adhere to The Calverton School's core values of integrity, courage, and compassion. Students may not:
 - Take any action, which interferes, misuses, disrupts or damages the operation of The Calverton School Technology Resources.
 - Modify, delete, copy, install, transfer or distribute software without specific direction from the office of the Director of Technology.
 - Erase, rename, copy, or manipulate any files or programs that belong to others.
 - Intentionally introduce any computer code or program designed to self-replicate, damage, or otherwise hinder the performance of any computer, file system, or software. Such software or programs are commonly called viruses, bugs, worms, or similar names.
 - Intentionally attempt to circumvent or manipulate security provisions (file rights, login identification, hardware identification, disk usage, DNS settings, firewall settings, etc.).
 - Attempt to discover another user's password or access another user's information either at The Calverton School or a remote location.
 - Send spam, chain letters or other mass unsolicited mailings.
 - Use The Calverton School Resources to sell goods or services or to run a business.
4. Since a **student's personal safety both on and off campus** is the utmost goal of The Calverton School, students should follow these guidelines when communicating online:
- Do not post pictures or personal information about yourself or any other person.
 - Never communicate with people you do not know, unless under the strict guidance of a parent/guardian or a teacher for a class project.
 - Never agree to meet someone you have met online without permission and supervision by a parent/guardian.
 - Alert an adult if any communication has made you feel uncomfortable in any way.
5. When using The Calverton School Technology Resources, Internet resources, online communications, or Social Networking tools, students are always **representatives of The Calverton School whether on or off campus**.
- The Calverton School respects the rights of students to post information online. The School urges students to follow standard rules of etiquette and the guidelines listed in this Policy. School-owned and

Personal Technology Equipment should be used in a manner which brings credit to oneself and the School, as well as in a manner which does not harm or discredit the School or another individual.

Students should always:

- Correspond only in ways that are kind and respectful and not publish or republish statements or material that defame, harass abuse, stalk, threaten, or infringe on the rights of others (including, without limitation, sending or displaying statements or material that contain vulgar, obscene, profane, or otherwise objectionable language or images).
 - Obtain permission from members of The Calverton School community or those outside the community before sharing in print or posting online personally identifying information or pictures.
 - Read only personal mail, electronic or paper, addressed to the students unless another recipient gives permission. However, the recipient of an email message may choose to share it with others, though it is inadvisable to share an email message with a wider audience unless the originating author has granted permission.
 - Portray one's identity honestly and never impersonate any other person or entity, whether actual or fictitious, including employees and representatives of The Calverton School.
- Negative references to "The Calverton School" name, any abbreviation of the School's name or logo or derogatory language about the School or any member of the School community will result in serious disciplinary action.
6. When creating content, students must respect the **intellectual property rights of copyright owners**. For all sources of information (including quotations), students:
- May not plagiarize words or phrases from subscription services, books, CD-ROMs, the Internet or any other source. Plagiarizing includes directly copying the words of others, using the ideas and thoughts of others, or paraphrasing (re-arranging/rewriting the words of others) without citing the original author/source.
 - Must provide bibliographic citations stating where you found the information/words. Online citation engines such as easybib.com may be used to create appropriate bibliographies.

DIGITAL MATERIAL AND PERSONAL INFORMATION PROTECTION

In order to comply with the Children's Internet Protection Act (CIPA), The Calverton School utilizes computer software, which attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, or illegal material. At home, parents/guardians are responsible for monitoring Internet usage and are strongly encouraged to place computers in a common location in the house and consider the use of parental controls and/or Internet filtering software.

In order to comply with the Children's Online Privacy and Protection Act (COPPA) The Calverton School adheres to their recommended best practices to limit use of and to secure the personal identifying information of our students, with special provisions for students under the age of 13.

LIMITATIONS OF LIABILITY

The Calverton School makes no guarantee that technology at The Calverton School will be available or error-free. The School will not be responsible for lost data or interrupted service. The Calverton School is not responsible for the accuracy or quality of information obtained through The Calverton School Technology Resources. The School will not be responsible for financial obligations or other consequences arising from unauthorized use of The Calverton School Technology Resources.

SCHOOL RESPONSIBILITIES

1. The Calverton School will provide instruction and resources regarding the appropriate use of The Calverton School Technology Resources that the School makes directly available.
2. The Calverton School will provide resources about issues of personal safety and privacy.

3. The Calverton School will discourage and take steps to prevent access to inappropriate materials.
4. The Calverton School will secure the personal information of our students, with special provisions for students under the age of 13.
5. The Calverton School may take appropriate disciplinary or other action for student violation of this Policy or other abuse of The Calverton School Technology Resources.

PARENT/GUARDIAN RESPONSIBILITIES

1. The parent/guardian signs this Policy as authorization for the student in his/her care to be granted access to The Calverton School Technology Resources.
2. The parent/guardian understands the terms and conditions of this Policy and that there may be disciplinary and other consequences if the student misuses The Calverton School Technology Resources, or otherwise violates this Policy.
3. The parent/guardian acknowledges there is content on the Internet that he/she may not wish the student to access, and remains responsible for the student's use of The Calverton School Technology Resources.
4. The parent/guardian consents to the student's use of The Calverton School's online resources. This consent should be understood to apply to any changes to the online resources made available and to be provided by
5. The parent/guardian understands: for students to use certain online programs and services made available through The Calverton School Technology Resources, certain personally identifiable information must be given to the provider of such online program or service, including for example, the student's name and school email address. Under federal law, providers of these online programs and services must provide parental notification and obtain parental/guardian consent before collecting personally identifiable information from students under the age of thirteen. The Calverton School is permitted under law to facilitate the provision of this notice and the gathering of this consent to the collection of personally identifiable information from students in lieu of the provider providing such notice and seeking such consent directly from each parent or guardian.

Please note therefore that acceptance of this Policy will also constitute notice to and consent by you to the collection and use by these providers of the personally identifiable information made available by your student through The Calverton School Technology Resources, which may consist of the student's first name, last name, email address, and user name, for registration and utilization purposes in connection with use of the online resources.

CONCLUSION

The Calverton School reserves the right to adopt and modify additional policies, rules and regulations, as it deems necessary and desirable, to maintain the orderly and safe operation of The Calverton School and in furtherance of the School's mission.

I _____, have read and discussed The Calverton School Acceptable Use Policy with my child, _____. I understand that violations of the Policy may result in revocation of network privileges and in disciplinary action, up to and including expulsion. Acknowledging that some materials on the Internet may be objectionable, I accept the Policy in both letter and spirit, and grant permission for my child to have access to online services as well as networked The Calverton School computer services. I exonerate and hold The Calverton School harmless from all liability should my child encounter any material that he/she, I or the School may find objectionable.

I understand that I am giving consent to the collection of my child's personal identifying information as necessary to permit his/her participation in The Calverton School's Technology resources. I understand that if I want to know what information my child has provided or if I have any questions regarding The Calverton School's privacy policies or those of the third-party providers of technology, I can contact a member of the technology department at 410-535-0216.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date: _____

STUDENT AGREEMENT

I _____, have read The Calverton School of Maryland School Acceptable Use Policy and agree to abide by it and accept the consequences that will result should I violate its terms.

Student Name _____

Student Signature _____ Date _____

Grade _____

Please be advised that without receipt of this signed form, The Calverton School will not allow access to its computing network and resources and will therefore be unable to provide your child with the resources, teaching and curriculum offered during the upcoming academic year.