



MUNROE SCHOOL

Technology Code of Conduct

This document establishes standards for the appropriate use of any technology which is the property of, or furnished by Robert F. Munroe Day School (RFM or School). Such technology includes, but is not limited to; computers, electronic tablets, interactive white boards, fax machines and phones.

Technology resources at Robert F. Munroe Day School are provided for the purpose of supporting the educational mission of the school. RFM's goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in school handbooks. It is understood that members of the RFM community will use all types of computing devices and the school network in a responsible, ethical, and legal manner at all times.

Upper School Acceptable Use Policy

RFM students are expected to abide by the technology guidelines set forth by the school in the student handbook. All areas of usage described in this agreement apply at all times, not only while I am at school.

I understand that I have the right to responsibly use the RFM internal network and its connection to the Internet, using any electronic devices, personal or school-owned, without express approval. 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 **immediately**. I understand that I may be subject to disciplinary action if I do not abide by these guidelines.

1. **Network Etiquette** – I will use appropriate language when using email, newsgroups, chat journals, blogs or instant messaging or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content (including profanity, offensive language, or anything that can be interpreted as bullying). I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other students, faculty or persons associated with or not associated with RFM. I will always be mindful that I am a representative of our school.
2. **Misuse** – I will take care to use equipment appropriately and avoid treating it in a manner that will cause unnecessary wear and tear. I agree to help conserve valuable resources, including (but not limited to) printer paper and toner, server disk space, and network bandwidth. As part of my conservation, I will monitor my printing, file storage, and data transfer activities. I agree to maintain a clean and consistent computer environment. Cluttering the desktop, changing system preference settings and leaving applications running will diminish the usability of the computer for those who follow me.
3. **Privacy** – I will protect the privacy of others and myself by not revealing passwords, addresses, or other personal information on the Internet without seeking the guidance of a parent or faculty member. I will not electronically publish or distribute any inappropriate materials that others or I have created.



4. **Trespassing** – I will not attempt to access RFM’s network or any data on the network without authorization. This includes, but is not limited to, accessing the network using an account other than my own, including email accounts. Doing so will be considered an infraction of the RFM Honor Code.
5. **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.
6. **Inappropriate Use** – I will use the system 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; illegal activity; and information which could violate another person’s privacy. I understand that electronic communications on the RFM network are not guaranteed to be private, and messages or other information deemed inappropriate may be cause for disciplinary action.

Parent’s Initials _____ Student’s Initials _____

Technology Use Agreement for Upper School Signature pages

Name _____

I have read the Technology Code of Conduct and the Technology Use Agreement and agree to follow these rules and guidelines when using technology. All these rules apply while I am a student at RFM and are not limited to my being on campus or using school computers. I will engage in no activity at anytime that is in violation of the Technology use Agreement. **All policies related to behavioral conduct expressed in the Parent/Student Handbook also apply to the use of the computer network, email, and the Internet.**

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

Student Name _____

Student Signature _____ Date _____



Parent or Guardian:

I hereby release RFM, 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 RFM computer 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 RFM.

I understand that it is impossible for RFM 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 immediately 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 if using the RFM network or RFM network access to the internet.

Parental Permission to allow their child access to The RFM School Computer Network

I have read and understand the information contained in this policy and agree to abide by all rules set forth in this agreement.

Parent Name _____

Email Address _____ Phone _____

Address _____

Parent Signature _____ **Date** _____

Parent Name _____

Email Address _____ Phone _____

Address _____

Parent Signature _____ **Date** _____