



## **Kirby Hall School Acceptable Use Policy**

Technology at Kirby Hall School serves the purpose of implementing instruction and facilitating collaboration, sharing of resources, innovation, and communication. Technology includes, but is not limited to, network computers, laptops, flash drives, and printers. All technology must be used in an ethical and legal manner, and the guidelines that follow are meant to help students, teachers, and parents understand appropriate use of technology and resources. The list is not comprehensive, and anyone with questions concerning the acceptability of particular activities are encouraged to contact the director or technology coordinator. This policy may be updated and revised as the need arises.

All students are responsible for their actions and activities involving computers and/or computer services, and for their files, passwords and accounts. Kirby Hall expects students to be respectful, thoughtful, and careful in their online behavior, adhering to the same principles that guide students in all areas of school life. Access to technology is provided to users who agree to act in a responsible manner consistent with the education mission of Kirby Hall. This access is a privilege, not a right, and is dependent upon adhering to the Acceptable Use Policy.

### **Account**

1. Students must always log off the network when leaving a computer for any period of time.
2. Students may not trespass in any other person's folders, work, or files.
3. Students may log into only one computer at any time.
4. Students may not allow another student access to their account.
5. Kirby Hall reserves the right to review and suspend any account.

### **Network and Internet**

1. Students may not download applications or programs unless explicitly instructed to do so by a teacher.
2. Students may not stream music, play games, or access any audio/video streaming unless under the direct supervision of a teacher.
3. Students may only access social media resources when under the direct supervision of a teacher who is using it for educational purposes. While potentially useful at times, these tools can also be distracting and should be used sparingly.
4. Students should be mindful of the limited nature of the internet and data capabilities and always attempt to minimize their personal burden on the network.
5. Kirby Hall does not guarantee the reliability of Internet and network services and assumes no liability for any information lost, damaged, or unavailable due to technical or other difficulties.

## **Ethical Use**

1. Students must use appropriate language when submitting academic work, participating in forums and working collaboratively.
2. Students should be mindful of the impact of their language and always strive to communicate in a positive, productive manner.
3. Students must not use or save copyrighted material without permission from the owner and proper citation.
4. Students must be aware of cyber bullying and avoid participating in any actions that might be perceived as such. Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.
5. Students may not send, display, or receive messages, pictures, or other media which are abusive, obscene, inappropriate, threatening, offensive or considered harassment.
6. Students may not tamper with settings on computers or make any changes without direct approval of teacher or technology coordinator.
7. Students may not cause malicious or intentional damage to school technology.
8. Any observed misuse and/or inappropriate content should be reported to a teacher, technology coordinator or administrator immediately.

## **Privacy**

1. Users should be aware of privacy settings on websites before subscribing.
2. Users should be aware that anything done online or electronically is not private and can be monitored.
3. Users must never share personal information about themselves, their family, or their friends.
4. Users must avoid uploading or publishing photos of others without express written consent from the individuals included.
5. Students should immediately report to their parents/guardians, teacher, technology coordinator or administrator any attempts to attain personal information, except from their teachers, parents/guardians, or technology department.

## **Personal laptops**

1. Students may bring a personal computer or tablet to school at their own risk. Be sure to mark it in some way for identification, and keep it secured when not in use.
2. Students may use personal laptops/tablets only if permitted by their teacher.
3. Personal devices should only be used for school related work while on school grounds.
4. Students will maintain active, updated security software. The school will not provide such software.
5. Personal computer use is governed by the same rules and expectations as school equipment, particularly concerning gaming, social media, and audio/video streaming.

## **Consequences for violations**

Violations will result in immediate investigation and determination of appropriate consequences. When necessary, disciplinary actions may result. Disciplinary actions include, but are not limited to, warnings, restricted access to technology, or termination of access altogether as deemed appropriate by school administration and technology coordinator. Kirby Hall will not tolerate cyber bullying of any kind, whether done on campus or off, and will treat any such cases with necessary severity.

**As a Kirby Hall student, I promise to use appropriate language online, avoid dangerous or risky behavior, be mindful of my online footprint, and remain positive when approaching new technology. I further promise to honor the Acceptable Use Policy and uphold the core values of Kirby Hall School. I have read the Policy and agree to follow these rules and guidelines whenever I use my Kirby Hall account, both at school and off campus. I will avoid engaging in activities that are in violation of the Acceptable Use Policy, and understand that I will be accountable for my behavior.**

**Student Name (printed) \_\_\_\_\_**

**Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_**

**As a parent of Kirby Hall student, I promise to support my child as they continue to grow in exposure and knowledge regarding technology. I have read the Acceptable Use Policy and discussed it with my child, and promise to help ensure the guidelines are upheld. I understand my child is subject to the same rules and agreements while not at school, and I understand Kirby Hall encourages parents and guardians to supervise and monitor any online activity. I am aware of my child's account information and passwords.**

**Parent Signature \_\_\_\_\_**

**Date \_\_\_\_\_**

*Kirby Hall School admits students of any race, color, nationality, ethnicity, religion, socioeconomic status, sex, gender identity or sexual orientation to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate by race, color, nationality, ethnicity, religion, socioeconomic status, sex, gender identity or sexual orientation in administration or its educational policies, scholarship programs, athletics, and other school-administered programs.*