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# Middle School Responsible Use Policy

The Purpose of the Responsible Use Policy is to set forth guidelines and expectations for responsible use of technology by students, staff and teachers in order to provide a safe and effective learning environment for The Anthony School. The use of technology in the classroom will enhance and revolutionize the way teachers facilitate the learning process, and the way students not only gain information, but also learn how to analyze and reflect on that information. Our goal is to give students the tools necessary to become responsible and ethical digital citizens, to guide them in their quest to become members of a global networking community, and to provide assistance and support as they learn how to interact socially with respect, integrity, empathy and compassion.

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## For the Individuals Using Technology:

1. Students will exercise personal integrity and responsibility.
2. Students will master certain social-emotional skills in order to maintain ethical use of such technology.
3. Students will avoid using the technology to participate in activities that interfere with the learning process.

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## For the School:

1. The Anthony School will provide a social-emotional curriculum based on stages of human development to guide the implementation of our technology program and stay true to our mission statement.
2. Our goals are:
  - (a) to provide access to educational tools, resources, and communication
  - (b) to encourage innovation and collaboration.
3. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

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## Expectations & Rules:

Responsible use of TAS's technology resources means all users pledge to be ethical, respectful, academically honest and supportive of the school's mission. The following rules are intended to clarify expectations for conduct, but should not be construed as **all-inclusive**, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and The Anthony School Handbook.

Violating any portion of this agreement will result in disciplinary review, including possible suspension or expulsion from TAS and/or legal action.

If an issue should arise that deems searching of a student's laptop and/or device, parents or guardians will be notified before any search occurs. The Anthony School will cooperate fully with any event that involves law enforcement officials in any investigation related to any potentially illegal activities conducted through our network.

A student may receive disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of TAS students or members of our TAS school community, or constitutes behavior embarrassing to the school.

## Online Behavior:

- I understand that as a member of the TAS community, my actions reflect on the school. In ALL of my online communication I will be respectful and polite. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming and social networking sites.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, parent, or the school staff before engaging in that activity.

**Cyber Bullying**

Cyber Bullying is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person. Any case of Cyber Bullying that directly affects a student's emotional well-being while at school is subject to disciplinary actions by TAS personnel.

- I will not intentionally hurt or embarrass another person or group with my technology use as described above.
- I will notify a counselor, teacher, parent or staff member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.

**Obscene or Inappropriate Materials**

- I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects.)
- If I mistakenly access inappropriate information, I will notify a teacher or staff member immediately.

**Disparagement**

Disparaging remarks, comments or statements are those that attack the character, honesty, integrity, morality of an institution and/or person(s).

- I will not to attack/criticize The Anthony School and/or any of its faculty and staff publicly (on public forums, blogs, social networks, etc) at any time.

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## Privacy:

- I will not share any of my passwords with anyone or use anyone else's passwords. If I become aware of another individual's password, I will inform that person and a member of the technology staff.
- I will be ethical and respect the privacy of others throughout the TAS network and Internet and will not share or access others' folders, files or data without authorization.
- I understand that TAS has the right to look at any data, email, logs or files that exist on the network or on individual computers or devices. In addition, TAS reserves the right to view or remove any files on the network.
- I will not share or post online personally identifying information about any members of the TAS community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make and/or post photo, audio or video recordings of another student, teacher or TAS event without permission.

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## Use of School Technology Resources:

- I will not play games, instant-message or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher/division.
- I will not deliberately perform any act that might negatively impact the operation of anyone's computers, printers or networks.
- I will not use file-sharing or music downloading software while on the TAS network.

Examples:

BitTorrent Clients

Transmission

Vuze

uTorrent

- I will use the TAS network space for school-related activities only.
- I will not use my TAS email account to send out mass unsolicited messages or to forward chain letters, joke collections or other objectionable or inappropriate materials.
- I will not use TAS technology resources for commercial activity or to seek monetary gain.
- I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department immediately.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or network security circumvention.

Examples:

Virtual Private Networking (VPN) Software

Proxy Software

- I will not install software on school computers not approved by the technology department.

Examples:

Gaming Software

Personal Mac Appstore Purchases

- I will not take laptops from the laptop cart without permission. There is a self-service scan station on the laptop cart as well as another scan station in the Library.
- I will not take laptops from the laptop cart home.

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## Hacking:

Hacking is the gaining of access (wanted or unwanted) to a computer and viewing, controlling, copying, creating data (leaving a trace), or deleting data.

- Hacking of any type (ethical or non-ethical) will not be tolerated at The Anthony School.

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## Copyright & Plagiarism:

- I will properly cite any resources that I use in order to complete my schoolwork.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

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## File Management and Back up:

- Students can use web-based systems, such as Google Drive, or a flash drive for the backup of files.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Loss of a flash drive is **NOT** an acceptable excuse for missing work, nor is computer malfunction.
- I understand it is ultimately **MY** responsibility to save my work in any and every manner possible to ensure I am able to retrieve it when necessary.

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## Personally Owned Computer Equipment & Devices:

- Connecting to other networks while on campus is prohibited.
- TAS is not responsible for repair or diagnosis of technical issues on personal devices. Any violation of the TAS Responsible Use Policy will result in disciplinary actions consistent with the school's rules and policies regardless of ownership of device used.
- Installing or booting to non-approved operating systems is prohibited.

Example:

Developmental or beta release software

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## Printing:

- Printers are available throughout the school; therefore, students must print to the printer closest to the classroom from which they are printing.
- I will not send my work to multiple printers, but troubleshoot why it is not printing and contact someone in the technology department if necessary.
- I will be environmentally aware of how much paper I am using and make a responsible and informed decision regarding how necessary it is to print any material and to be sure I am not printing anything unnecessary or wasteful.
- I understand I may have to pay a small fee to use the school printer for something outside of a required assignment or project.

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## Communication:

All faculty-to-student communication and all student-to-faculty communication will be conducted via:

- The Anthony School website; and/or
- School-provided email accounts

Use of personal email accounts and personal cloud accounts (Google, Yahoo!, iCloud, etc.) are strictly prohibited for school-based assignments and/or communication between students and faculty members.

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## Consequences:

Administration will address each violation of the RUP on a case by case basis with escalating consequences; these may include but are not limited to: parent conference, detention hall, suspension and revocation of computer privileges.

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### Limitation of Liability:

TAS takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. TAS reserves the right to block content that negatively impacts the academic performance of students. TAS cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. TAS is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

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### Warranties:

The Anthony School makes no warranties of any kind, whether expressed or implied, for the service it is providing. TAS will not be responsible for any damages suffered; this includes, but is not limited to: loss of data resulting from delays, service interruptions caused by negligence or user errors, or omissions. Use of information obtained via the Internet is at your own risk. TAS denies any responsibility for the accuracy or quality of information obtained through its services.

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### Warning:

Users of electronic mail systems should be aware that e-mail in its present form cannot be secured on any network and is, therefore, extremely vulnerable to unauthorized access and modification.

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### Student:

I have read, understand, and promise to adhere to all policies and procedures outlined in the Responsible Use Policy.

<b>Student Signature:</b>		<b>Date</b>	
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### Parent/Guardian:

I have read, understand and bear witness to the fact my child and I both agree to the policies set forth in the Responsible Use Policy.

I also hereby authorize The Anthony School to create online accounts and email for school purposes.

**NOTE:** A copy of this agreement is available on our website at [www.anthonyschool.org](http://www.anthonyschool.org).

<b>Authorized By:</b>		<b>Date</b>	
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