

Upper School Student Acceptable Use Policy (2011 - 12 AUP)

Mirman School
Education Technology Committee
Fall 2011

A. Introduction

All statements and policies set forward in the existing Mirman School Acceptable Use of Computers and Networks are binding upon students who use Mirman School laptop computers on- and off-campus. The following policy details specifics pertaining to the use of all electronic devices used on Mirman School campus, including school provided laptop computers, desktop computers, Mirman network, as well as personal electronic communication devices, and is intended to support and/or extend existing policy. Implicit in signing this policy is the agreement to uphold all standards set forward here and those in existing acceptable use policies. The following is a list of the major topics covered in existing policies: acceptable activities, consistent environment, respect, privacy and safety, plagiarism, piracy, and positive representation. Remember, by signing this policy, you acknowledge that you have read and agree to uphold the standards of this and pre-existing policies. Students are expected to follow school rules when using all electronic devices.

B. Computer and Network Use Policies

To provide you with a broad range of educational opportunities, Mirman School is pleased to offer access to workstations and the Internet. Because uninformed or thoughtless actions by some users could threaten personal safety or prevent others from completing their work, we have adopted a set of policies for the responsible use of these resources. We ask that you and your parents review them together and sign the enclosed pages.

When you and your classmates follow these policies, you will be able to work and explore with a minimum of interruptions.

Acceptable activities: We encourage you to use Mirman facilities and equipment for your classwork and for personal educational exploration. You may not use them for commercial or financial gain, for hacking or cracking, for anything illegal, or for other purposes that are inappropriate in a school setting. This includes any personal mobile or any other technology devices brought on campus.

Consistent environment: When using a classroom or lab computer, please leave it exactly the same way you found it. If you change the settings or preferences, change them back when you are done, so the next user can find things as expected. Don't try to defeat security measures or modify the parameters of the system; they exist to protect the environment for everyone.

Respect for others and their work: Always be respectful of others. Do not send annoying, impolite, embarrassing or anonymous electronic mail or leave unpleasant messages for others to find. Don't access, view, alter, or trash other users' files or documents without their permission. Don't try to guess other users' passwords; don't browse in their private files, even if they inadvertently leave them unprotected. Don't use another person's account, and don't give your password to anyone else.

Privacy and safety: If you post information on the World Wide Web or exchange electronic messages with people outside of school whom you have not met in person, do not give any personal details about yourself, your family, your teachers, or your classmates (such as name, photos, home addresses or phone numbers). Any posts or messages should only be submitted with the permission of a teacher or parent. Your parents should accompany you to any in-person meeting with someone you know only online. If you receive any communication or view any material that makes you feel uncomfortable, tell a teacher at once.

Plagiarism: Most of your academic work will be the product of your own mind. When you copy a portion of your work from another source, you must cite that source. Submitting someone else's work without identifying it as theirs is plagiarism, which is academically dishonest. Please feel free to discuss your citation concerns with the school librarian.

Piracy: Some materials are protected by copyright law so that you can't make copies even if you do cite the source. If you are unsure about whether something is protected, check with a teacher. Most of the software and audiovisuals (e.g., podcast, videos, music, etc.) used on the school computers are *not free* for you to copy and use away from campus. Once again, feel free to discuss your citation concerns with the school librarian.

Positive representation: Everything you send by electronic mail or publish on the World Wide Web should reflect positively on you, your family and Mirman School.

Electronic communications: Access to Mirman School email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Users are expected to maintain the same level of ethical and professional manner as is required in face-to-face or written communications. More details are provided in the Email Policy below.

Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a teacher or a system administrator. Do not demonstrate the problem to other users.

In short, we expect you to act cooperatively, considerately, safely, and respectfully. If you have any question about appropriate activities, please ask a teacher. Students who do not use these resources appropriately may lose the privilege of using them. If you see a classmate doing something contrary to this policy, suggest that he/she do something different; by encouraging each other, we all get the most out of these resources.

C. Student Responsibilities

The use of on-campus technology is expressly for school related or other previously approved educational activities. By accepting a school-owned laptop computer, students agree to use it for this purpose only. While all personal electronic devices (e.g. - cellular phones, tablets, graphing calculators, iPods, eReaders and personal laptops) should not be used on campus without prior faculty approval. Student users must follow the guidelines laid out in the AUP. By signing this agreement, students acknowledge that the consequences for not adhering to these standards (as judged by school personnel) are at the discretion of Mirman School. Students also acknowledge that using any computer and/or network technology at Mirman School is a privilege that may be revoked at any time by the school.

- Students are responsible for the safety and well-being of their school laptop, its case and all its components. It should remain in its case when not in use unless it is in a school approved location for charging. When passing between classes, the zipper on the case should be closed so the laptop remains secured. Students should avoid placing loose pencils, paper clips, staples, papers, books and other school supplies in the laptop case. The laptop cases were provided solely for the purposes of transporting the laptop and other school supplied peripherals. While minor "wear and tear" is acceptable, families will need to take financial responsibility for breakage outside the normal range as determined by the Technology Department.
- Students are responsible for staying on task when working on school computers, including laptops, and the Mirman School network. Students may not play games, listen to music, visit

unauthorized or questionable web sites, watch DVDs, e-mail, chat, instant message, or engage in any other counter-productive behavior employing technology on campus, without permission of a teacher or at home without permission of a parent. Students engaging in these or related behaviors will experience consequences for this type of misuse.

- Students may not download, stream or listen to Internet-based music, video and large image files not required for schoolwork, as this slows down the performance of the network for all users. The school will monitor for network violations.
- Students should avoid sending email attachments through the school's system that are greater than 50MB as the transfer process can hinder network speed and access to others. If a student needs help transferring large files, he/she should contact a member of the Technology Department.
- The installation and/or use of any Internet-based file-sharing tool is explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used.
- Laptops may be used outside the classroom in a designated sitting area with the teacher's permission. Laptops should not be used in close proximity to play courts or yards. For instance, a student should not sit on the edge of the main court and watch his/her friends play basketball while the student is working on an English paper.
- Students are responsible for charging their laptops at home and bringing them to school with a full charge the following school day. Laptop chargers should be carried at all times since there may be periods during the daily schedule when the laptop is not in use and may be plugged in for additional power. If laptops are left on campus to charge over night, they must be in one of the school's alarmed buildings such as the Garen Computer Lab or the Library. Locked classrooms are also acceptable. At no time should the cable for the charger be extended across a walkway.
- Laptop batteries may be replaced or swapped for malfunction or in other limited instances at the request of a teacher. Only school personnel replace or swap batteries.
- Laptops may not be "loaned" to other students. The laptop is the student's responsibility and should be under his/her supervision unless safely stored.
- Students are held responsible for the health and integrity of the software on the computer. Students may not add software programs to their computer, nor may they attempt to copy school licensed software onto other machines. If a program is necessary for schoolwork and it is not on their laptop, students make a request to a member of the Technology Department.
- Students should not leave a laptop unattended for any reason, unless it is charging in an approved location. The laptop should be attended at all times, secured in your school locker or in your home where others do not have access. If school personnel find an unattended laptop, he/she will take it to a member of the Technology Department, and consequences will follow. Repeated failure to secure the laptop will ultimately result in loss of home privileges.
- Students are responsible for any loss, damage or theft of a laptop computer.
- Students are responsible for syncing their school related data to the school server. Upper School students should also back up to an additional storage device, such as a portable hard

drive at home. Students should also purchase a USB drive for school use and secure additional copies of their data.

- Students must adhere to all school policies regarding appropriate computer use. When in doubt about what constitutes acceptable use, ask a teacher, an administrator, or one of the members of the technology team.

D. Laptop Care

- Students are expected to treat their laptops with care and respect. Students should not deface the laptop or its carrying case in any way. This includes, but is not limited to, marking or marring any surface of the MacBook and its case. Stickers or any other decorative markings are prohibited.
- Always set laptop to sleep mode and then close the lid before moving it, even for short distances. Movement while the computer is on or open can result in permanent damage to the hard drive and therefore the loss of all data.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Laptops should be protected from the weather, water, or other liquid or food. Students should not eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, or sports equipment. Pressure or squeezing can damage the screen and other components.
- Laptops should not be placed on or under soft items, such as pillows, chairs, or sofa cushions. This will cause the computer to overheat and may result in damage to the computer.
- Laptops should be charged only in approved locations where the power cord is not strung across a pathway where the computer might be pulled off the desk.
- To maximize battery life, do not leave laptop constantly charging. Charge to 100%, disconnect from the charger and then use until you see the “low battery” warning. Repeat.
- Do not touch the computer screen with anything other than the approved screen cleaners; A KlearScreen brand cleaning kit is available upon request from members of the technology team.

E. Email Policy

Students are expected to check their email at least once a day. Mirman School Student Email Policy is designed to establish an acceptable and appropriate use of the school owned email system. As such, it establishes policies and guidelines for its use by all students. The purpose of these policies is to safeguard and protect emails from anything other than authorized and intended use. The following provisions govern how the electronic mail system may be employed:

When using Email, Mirman students should:

- Remember that the purpose of Mirman School emails is to provide a means of communication in order to help foster learning.
- Remember that there is no right to privacy in the use of Mirman School emails. Mirman School owns all communication sent via or stored on school equipment.
- Check emails on a daily basis at an appropriate time. Checking emails in class will be limited to previously approved times by the teacher. This time may vary by class and is a privilege offered by that teacher.
- Employ emails in a lawful, ethical and age appropriate manner.
- Reply to emails in a timely manner, with or personal face-to-face conversation.
- Reply to emails as you would to a phone call or a congenial face-to-face meeting.
- Use a good descriptive subject title.

- Avoid editorial comments.
- CC only when you wish to inform others, and you don't expect them to respond.
- Proofread emails before sending them.
- Understand that all capitals means shouting in the virtual world.
- Remember that emails, which represent conduct contrary to the school's behavioral policy communicated in the Parent/Student Informational Manual, may result in suspension or expulsion.

When using email, Mirman students should also:

- Avoid delineating emails as "urgent." In the case of an emergency, call or walk over to discuss the issue in question.
- Avoid hitting "Reply All," or sending emails to a group, unless the message is necessary for the entire group.
- Avoid using an email to let off steam or flame a conversation. Some things are better discussed in person because in electronic communications there is a loss of tone and body language that can lead to misunderstandings.
- Avoid printing every email. Organize your emails into folders.
- Avoid responding to or forwarding unknown e-mails.

D. Social Networking Policy

Social Media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, such as video conferencing, personal websites, blogs, micro-blogs, wikis, photo sharing, and social bookmarking. Use of social networks and other online technologies, should always be used in accordance with Mirman's student standards as described in the Parent/Student Information Manual. Activities which are inappropriate, unethical, illegal, or which cause undue discomfort for students, employees, parents, or other members of the school community should be judiciously avoided in physical space, written communications, and cyberspace. Any violation of these guidelines will be grounds for disciplinary action.

The use of blogs, personal websites, video conferencing, etc. is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate when using social media. Freedom of speech does not give you the right to be uncivil.

Key Principles

- The school does not support under-aged use of social networks. All websites post the age restrictions. It is suggested that families check this before allowing students to create accounts.
- Understand that you are accountable for your postings and other electronic communication. This includes direct responsibility for any online activities conducted with a school email address, or while using school property, networks, or resources, or other similar means of transmission which can be traced back to the school.
- Be aware that the school considers discretion and prudent judgement in social networking activities to be a serious matter with regard to protecting the school, its students and employees. As such, violations of this policy may lead to corrective action, including suspension or expulsion.
- Social networking is limited to the school day to academic collaboration and learning purposes only.
- At Mirman School, blogs are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time or as the basis for beginning new classroom discussions.

With specific regard to social networking, all students must:

- Not "Friend" Mirman employees. Mirman employees are to uphold a professional relationship with Mirman students.
- Not post anything that is disparaging of the school or of any student or member of the school community (current or former).
- Not use their school account/list or reference the school affiliation in any online setting without the specific permission of Mirman School.
- Ensure that proper permission has been obtained for any research material, images, and videos you are posting.
- Never expect absolute privacy in your online activities.
- Blog safely. NEVER post personal information on the web (including, but not limited to, last names, personal details. including address or phone numbers).

F. Mobile/Personal Electronic Device Policy

Mirman School works to provide facilities and equipment for classwork and for personalized learning. Occasionally, mobile devices (e.g. - cellular phones, tablets, graphing calculators, iPods, eReaders, and personal laptops) from home may be better suited for personal educational exploration. Portable gaming consoles are NOT allowed on campus (e.g. - Nintendo DS, Sony PSP, etc.). Student use of computers and mobile devices, or any other allowed personal electronic devices, are subject to the conditions set forth in the Parent/Student Information Manual, Acceptable Use Policy and personal home rules. Students must comply to all school rules in relation to the use of personal electronic devices when students are at school, attending a school-sponsored or related activity off-campus. Mobile devices must be kept in lockers during the school day unless previously approved by a teacher. Students may use cell phones before or after school to receive phone calls. If a student has an unapproved mobile device out during the school day, it may be confiscated until a parent picks it up from the Front Office.

Students who misuse mobile devices and other personal electronic devices will face discipline.

When using personal electronic devices, students should:

- Obtain permission from the supervising adult to use mobile devices during school hours, or school activities
- Not use mobile devices for written, spoken, or graphic attacks or threats against another person. Posting threats online is a criminal offense.
- Not take pictures or record video of a person without his/her permission
- Not disrupt educational or school activities
- Not use mobile devices to contact parents during an emergency without permission. The school does not want to provide mixed information and currently has a procedure in place to contact parents in an emergency.

While Mirman School will allow for these devices to be used on campus for educational purposes, students will never be required to use their own devices. Mirman School has a class set of tools required for current curriculum. Students are responsible for their own devices and Mirman School, and its employees, are not liable under any circumstance for loss or damage of mobile devices brought on campus.

E. Consequences

Students who violate any standard in the acceptable use policies may experience some or all of the consequences below. Within each classroom, students may experience natural consequences of not meeting their responsibilities. These may include things such as not being able to complete their work on time or being required to complete work on time without the use of technology. Students can receive unsatisfactory, incomplete or failing grades on assignments based upon the confiscation of their laptops hindering their ability to complete assignments. As stated above, laptop computer and network privileges can be suspended or revoked. Serious infractions may result in suspension or expulsion from Mirman School.

Consequences for minor infractions are as follows:

- 1st Offense: Verbal or written warning
- 2nd Offense: Laptop confiscation for 1 day
- 3rd Offense: Laptop confiscation for 2 days and parents contacted

G. Student Acknowledgement

I have read the policy on the use of laptop computers. I understand the expectations above and agree to behave according to the standards of this policy.

I understand that Mirman School supports the privacy of electronic communications, but I also understand that I cannot expect the privacy of electronic mail or files I keep on the school's computers.

Finally, I agree to return the laptop in its working condition or pay for the cost of repair or replacement for any loss or damage resulting from my carelessness or negligence.

Student's signature	Student's name	Class	Date
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H. Parental Acknowledgement

I have read the policy on the use of laptop computers. I understand how my child is expected to behave, and I agree not only to convey these expectations but also to help my child behave in compliance with the standards set in this agreement.

I am aware that some students—often those with substantial experience with computers—may attempt to demonstrate their prowess and impress their classmates by engaging in inappropriate and/or destructive behavior, such as guessing other students' passwords and browsing in their private files (or altering their documents), sending unkind or annoying messages to others, changing the software or hardware configuration on school machines so that other students cannot complete their work, or attempting to defeat security or other data protection measures. Actions of this sort are a serious violation of school policy and will be treated seriously as described in the Parent/Student Handbook.

I understand that the Internet is a global network linking schools, universities, libraries, museums, research labs, commercial entities, and other groups and individuals, providing great potential for educational benefit. I also understand that the Internet is unregulated and that neither Mirman School nor any other entity can eliminate the potential for abuse, such as the existence of or access to material that is illegal, defamatory, inaccurate, or offensive to some people. I acknowledge that as a parent or guardian, I have the primary responsibility for setting and conveying the standards that my child should follow when using media and information sources.

I agree to accept full responsibility and to hold Mirman School, its employees and its volunteers harmless for any legal, financial or other liability arising from my child's use of the laptop computer in school or at home. Finally, I agree to return the laptop in its original working condition or pay for the cost of repair or replacement when the loss or damage results from my child's carelessness or negligence.

Parent's signature	Parent's name	Class	Date
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