



## TECHNOLOGY USE POLICY 2011-2012

Park City Day School's integrated technology program is designed to offer opportunities for exploration and analysis of academic subjects in ways that traditional instructional methods cannot replicate. Learning opportunities such as global collaborative environments through Web 2.0 applications, authentic learning experiences, and the development of higher level cognitive skills are key aspects of the PCDS integrated technology program. However, a 21<sup>st</sup> century learning environment includes certain legal and ethical restrictions. The Park City Day School computer equipment and IT infrastructure is intended to serve the educational and professional needs of its students, faculty, and staff. The use of the network is a privilege, not a right. Park City Day School regulates access to and use of its network by principles consistent with the educational mission of the school published elsewhere in either the Family or Faculty Handbooks. All students and parents at Park City Day School are expected to comply with all school rules and regulations for the acceptable use of technology and signify their understanding of those expectations by signing the Technology Use Guidelines. .

PCDS students are expected to comport themselves on the network in the same fashion as they do elsewhere in the community. In general, users are expected and required to avoid actions that are illegal (such as libel, slander, vandalism, sexual harassment, theft such as plagiarism, inappropriate access) or unkind (such a personal attacks and invasion of privacy). Students who willfully violate these guidelines will have their network privileges revoked and may face further disciplinary action.

Middle School students are strongly encouraged to bring their own laptops to school, but must conduct themselves as if they were using a PCDS computer (no inappropriate access, no games, no movies, etc.). As the school cannot assume responsibility for the safety of personal technology while students are at school, students must secure their belongings or keep all valuables with them during the day. Student owned laptops must meet the minimum operating system requirements and guidelines set forth by the Director of Technology.

A limited number of school-owned laptops are available for student check-out on a day to day basis. However, PCDS can't guarantee availability or compatibility with home or other student owned computers.

PCDS supports student's opportunities to utilize multiple operating platforms. Students should however, be able to produce and save documents in a mode compatible with Microsoft Office products. The basic word processing program offered with Apple computers does not meet this requirement. Students must provide a USB storage device in order to support transfer of data between school and home computers.

### Definitions and Explanations

Illegal Actions include:

1. Slander and Libel: These terms are defined specifically in law. The American Heritage Dictionary explains slander as: "Oral communication of false statements injurious to a person's reputation." Similarly, libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation." In effect, students must remember that material distributed through the Internet is "public" to the degree that no other school publication or communication is. Any such remark may be seen by millions of people and harmful and false statements will be viewed in that light.

2. Vandalism: In this context vandalism refers to deliberate attempts to damage the hardware, software, or information residing on the school network or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of the network with a computer "virus;" attempts at

“cracking” into any internal or external computer systems using any method; or other similar actions will not be tolerated. Students may not tamper with any equipment unless specifically employed by the technology department to do so.

3. Invasion of Privacy: Users are entitled to a reasonable expectation of privacy for their files and email. No user may have access to another’s private files. The systems administrator will access the private files of users only to purge them in order to preserve bandwidth or in the event of a suspected violation of school rules or expectations.

4. Theft: The school networks and the internet contain great quantities of information. Much of that information has been placed there for the free use of users. Nevertheless, law, ethics, and common courtesy require that proper acknowledgement of the use of the intellectual property of others must be made. Students should treat information found electronically in the same way they do information found in printed sources. Rules against plagiarism will be enforced. Park City Day School students or employees may not use of system for illegally copying or storing of illegally acquired software.

5. Harassment: Students may not harass others, either within the Park City Day School Community or in the broader context of the Internet. Abusive language, posting of inappropriate sexual images or texts, or communicating injurious or offensive material will not be tolerated.

6. Inappropriate Access: Although some school computers filter and restrict access to inappropriate sites, others such as personal laptops using the school’s wireless internet connections do not. In any case, students may not use the PCDS technology network to access inappropriate and non-educational materials found on the Internet—including materials that include adult content, gambling, violence, illegal drugs, criminal activity, and other tasteless and offensive materials. Unless specifically authorized and supervised by a teacher, game playing during school hours is not permitted. Accessing social networks such as “Facebook” and “My Space” during school hours is not permitted.

7. Software Policies: If a computer program, CD, or printed material is copyrighted, a student may make one copy for his or her own use and use it on only one system. Guidelines for teachers use within the classroom are broader. PCDS students may not make copies of PCDS-owned software nor PCDS-owned hardware to copy anyone else’s software. Students may not upload copyrighted software on school owned computers or network.

8. Email: Email accounts promote communication within the school community for school related business. Student use of the email system is a privilege, not a right. Email is not private and may be accessed by faculty and staff should concern exist about inappropriate use. Students must maintain their email accounts by removing old and excessive email when it becomes a burden to the system.

9. Printing: Printer cartridges and paper, along with printer repairs and replacement are very expensive and only partially covered by the technology fee. Therefore, PCDS printers are for the purpose of printing school related documents.

By signing this form I agree to abide by its expectations and conform to legal and ethical standards of laptop and Internet application usage.