

The Graham School

Appropriate Use of Technology

Student and Parent Agreement Form

The Graham School offers information, productivity, design, and communication tools to further the educational goals of the school. We are pleased to offer all students and staff of The Graham School access to these tools through our Computer Network.

Expectations for Appropriate Use

The following activities represent the quality and variety of appropriate uses of technology at TGS:

- Classroom assignments and projects
- Homework assignments
- Independent learning projects
- Newspaper, yearbook, and other school organization activities.

The Graham School learning community promotes professional values and conduct at our school. Our learning environment promotes the rights of all community members for respect, dignity, safety, and a sense of well-being in our community. This expectation extends into the world of digital communication- including email, social media, web sites, and other electronic documents as follows:

- **Use appropriate language to express ideas and discuss** Do not use verbal or written expressions that can be interpreted as obscene, profane, lewd, vulgar, rude, inflammatory, demeaning, disrespectful, threatening, or hurtful.
- **Do not post information that could disrupt community activities or cause damage to others** This includes but is not limited to: IM, Facebook, MySpace (and other social networking websites), and email.
- **Do not harass another person** Harassment is persistently acting in a manner that annoys or distresses another person. Harassment includes slurs, jokes, and intimidating expressions or an attack directed at an individual's gender, race, national origin, religion, age, disability, or sexual orientation.
- **Do not post chain letters or engage in "spamming"** Spamming is sending an annoying or unnecessary message to a large number of people.
- **Do not attempt to access inappropriate content** Students may not use the school's network to access or reproduce materials that are profane or obscene (pornographic), that advocate illegal acts, or that advocate violence or discrimination towards other people (hate literature).
- **Do not attempt to gain unauthorized access to the school's network or to other computer systems through the school's network** This includes (but is not limited to) any attempt, benign or malicious, to use the school's network, or any other network or website, for any purpose that is not intended by the network's owner.
- **Do not use someone else's password or login account** Students are responsible for their network account and must take reasonable precautions to prevent others from accessing their account.

Other Provisions

Plagiarism and Copyright Infringement

Plagiarism is taking the ideas, writings or visual imagery of others and presenting them as if they were yours. Students may not plagiarize works found on the Internet or anywhere else as noted in the Parent/Student Handbook.

Any use of copyrighted material without explicit permission from the copyright owner is strictly prohibited. In particular, downloading or sharing of copyrighted music or video files is considered infringement of copyright and strictly prohibited. Students may not use the school's network to store such copyrighted material *even if they purchased it legally*.

Waiver of Privacy Expectation

Due to the right and need of The Graham School to monitor compliance with this user agreement, utilization of information systems that require privacy of any kind for any purpose are not supported and are prohibited. Any person utilizing the school's network understands and agrees that they are specifically waiving any expectations of privacy in their communications, data, programs and other personal information stored, displayed, accessed, communicated, or transmitted on the system. Consequently, The Graham School's network and any files on that network, including personal files, are the property of the School's governing board and the contents of the network are subject to random search at anytime without regard to whether there is a reasonable suspicion that the network or the files therein contain evidence of a violation of a criminal statute or a school rule.

Limitation of liability

The Graham School makes no guarantee that the function or the services provided by or through our network services will be error-free or without defect. The Graham School is not responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. The Graham School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Graham School is not responsible for financial obligations arising through the authorized or unauthorized use of The Graham School's network.

Damage to Technology

Students at The Graham School are responsible for the care of technology used at the school. Computers, cameras, printers and all forms of technology at the school are property of The Graham School, and students are expected to use the property with care and responsibility. The last student determined to be in use of the particular technology will be held responsible for any damage done, and will be subjected to pay for replacing the damaged property. Students will sign-out all technology before use and are responsible for returning the equipment, and the student will be held responsible for any damage that occurs during use.

The Graham School reserves the right to suspend or remove a user account from the network to prevent unauthorized activity.

Agreement

In consideration for the privilege of using The Graham School's network resources, and in consideration for having access to the information contained on the network, I hereby release the School, and its operators and administration from any and all claims of any nature arising from my use, or inability use School network resources.

I agree to abide by such rules and regulations of system usage as may be further added to from time-to-time by the School. These rules will be available in hard copy form in the school office. I understand that the primary purpose of The Graham School network and computer systems is to support educational activities. Games, music, music videos, messaging, chat and other forms of entertainment are prohibited during classes. Access may also be restricted before or after school and/or during lunch.

I give my permission for my child to be granted access to The Graham School's network which includes the use of the Internet, a school-provided e-mail account and the World Wide Web. I also understand that although The Graham School does monitor pupil access to the network, it cannot warrant the accuracy or appropriateness of any information contained on the Internet or the World Wide Web. I also understand that some material contained on the Internet and World Wide Web is inappropriate for young adults, and access of this material at the school violates the school's stated policy.

(Please sign and return to the TGS Helpdesk)

Signature of Student _____

Student Printed Name

Signature of Parent _____

Parent Printed Name

Date _____

