

# GORDON SCHOOL

## —Acceptable Use Policy for Students—

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### PURPOSE

The purpose of the Acceptable Use Policy (AUP) is to empower Gordon Students by providing clear policies, standards, and responsibilities for their use of technology on and off the Gordon Campus.

The foundation for the technology AUP at Gordon School is the Community Standards of the School. These standards emphasize respect for the rights, privileges and property of one's self and others, and the regard for privacy, individuality, and safety.

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### PROPERTY, PRIVACY, AND RESPECT

1. **Treat all Gordon equipment with care.**

Misuse or abuse of Gordon technology resources, as determined by a teacher and/or the Director of Technology, will result in the loss of privileges and may result in a bill for damages.

2. **You need permission to copy software.**

Software used on school owned equipment is protected by license and copyright agreement. Students are expected to follow these agreements. No software may be copied for personal use unless permitted by licensing agreement and approved by the Director of Technology.

3. **Any use of phones and all non-academic uses of technology require permission.**

Students may not open or use devices (phones, tablets, music players, e-readers), download or play games, music, movies, or communicate through technology for social purposes without permission from a Gordon faculty member or the Director of Technology.

4. **Respect your work and property as well as the work and property of others.**

An individual's work is his or her personal property. Intentionally reading, destroying, copying or modifying another person's work without his or her consent is a violation of the AUP.

5. **If you're going to say it or write it, you must cite it.**

Information from the Internet as well as other sources must always be given proper attribution.

6. **Be careful what you share.**

Any personal information or images you share digitally can end up in the wrong hands and be used to harm or mistreat you. Students should never digitally distribute their, or any student's, personal information or picture without teacher permission.

7. **Keep your property and passwords private.**

Students will be held accountable for inappropriate activities that happen under any account or device they have intentionally shared access to. Do not share your property or passwords with anyone other than your teacher.

8. **Don't do it if you wouldn't do it in front of a teacher.**

Gordon owned technology is monitored on and off campus. Intentional access or transmission of defamatory, offensive, or illegal material will not be tolerated. It is the responsibility of the user to immediately exit unacceptable sites and materials.

9. **You always represent the Gordon School!**

Students must recognize that they represent the Gordon School on and offline and are responsible for representing the School in an appropriate manner at all times.

10. **Being mean is always wrong and unacceptable no matter what form it's in.**

It is against Gordon's community and technology use standards to inflict emotional harm through verbal, typed, written, or physical harassment. If you intentionally or unintentionally commit, see, or experience any form of bullying or harassment, we expect the incident to be reported to a faculty member.

While Gordon's Acceptable Use Policy outlines many activities that are prohibited by the School, it is not intended to cover every scenario of inappropriate use. We expect that students will always ask permission to proceed with any activity for which they have not been given explicit approval from a faculty member. Failure to do so is a violation of the AUP and may lead to the loss of technology privileges as well as additional disciplinary action determined by school administrators.

By signing this agreement, you are indicating that you have read and discussed these guidelines as a family and you and your child agree to abide by the Acceptable Use Policy described above. Technology privileges will be contingent upon the return of a signed copy of this AUP and a signed copy of the Technology Resources Use Agreement and Parent/Guardian Authorization Agreement attached hereto as Appendix A.

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## AGREEMENT

I have fully read, accept and will abide by the Acceptable Use Policy (AUP) as described above.

\_\_\_\_\_  
Student name [printed]

\_\_\_\_\_  
Student [signature]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent name [printed]

\_\_\_\_\_  
Parent [signature]

\_\_\_\_\_  
Date

APPENDIX A

GORDON SCHOOL
Technology Resources Use Agreement and
Parent/Guardian Authorization Form

Assumption of Risk by Parent/Guardian. The use of technology at the Gordon School, including the Internet, will be administered by a teacher or other Gordon School personnel. However, the Gordon School may not be able to technologically limit access to those online services that have been authorized for educational purposes, particularly when students use the Gordon School's technology resources outside of the Gordon School (for example, use of a Gordon School issued laptop by a student outside of the Gordon School). Thus, students may be able to access information and communicate with people on the Internet that the Gordon School has not authorized for educational purposes. Also, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting, with your signature below, to allow your child to use technology at the Gordon School and to use the Gordon School's technology resources outside of the Gordon School, you assume the risks associated with such use.

Acknowledgement and Release. I/We understand that access to and use of technology at the Gordon School, and use of the Gordon School's technology resources outside of the Gordon School, is a privilege designated for educational purposes. I/We consent to and understand that the Gordon School staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads. I/We hereby release, in both my/our personal capacity, and as guardian of my/our child, the Gordon School as well as all board members, school teachers, administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the Gordon School's Acceptable Use Policy and/or this Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use performed on or with the Gordon School's technology resources through school accounts or through personal accounts.

I/We also hereby agree to indemnify the Gordon School as well as all board members, school teachers, administrators, and adult volunteers, from any claims, including attorney's fees, arising out of my/our child's violation of, or conduct inconsistent with, the Gordon School's Acceptable Use Policy and/or this Agreement, resulting from the student's activities while utilizing the Gordon School's technology resources, the Gordon School's network, or any network outside of school, that causes direct or indirect damage to the student, the Gordon School, or third parties.

As the parent(s)/guardian(s) of this student, I/we have read the Gordon School's Acceptable Use Policy and this Technology Resources Use Agreement carefully and understand their significance. I/We have discussed them with my/our child.

Student name [printed]

Parent/Guardian name [printed]

Parent/Guardian [signature]

Date

Parent/Guardian name [printed]

Parent/Guardian [signature]

Date