

Woodward Academy
Computer and Internet Responsible Conduct and Use Agreement
Grades PK-6

Revised March 2019

Please sign and return, indicating you have read and discussed this agreement with your child.

Woodward Academy provides many technology tools and resources to support student learning enhancement. This Responsible Use Agreement covers the guidelines for the proper use of technology at Woodward Academy. Students are expected to use all technology resources in ways that are safe, productive, responsible, and respectful.

In accepting this agreement, students and parents acknowledge the following rules and conditions:

As a Woodward Academy student, I understand that my school network and email accounts are owned by the Academy and are not private. Woodward Academy has the right to access my information at any time.

The following guidelines encompass government laws, online safety, netiquette, and responsible use.

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Georgia. Violations include, but are not limited to, the following:

“hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, vandalism, and/or unauthorized tampering with computer systems.

Libel Laws - Publicly defaming people through the published material on the internet, email, etc.

1. Internet Use and Content

- I will be a responsible, respectful computer user and use technology for approved learning and communication activities. I will check with a teacher or my parents if I am unsure about whether a particular website, program, game or other computer use is safe and responsible.
- I understand that I am a representative of Woodward Academy in all my online activities and technology usage, and my behavior should be respectful in all ways towards myself, fellow students, teachers, and my school.
- I will be polite and use appropriate language in all my online activities and technology usage (such as but not limited to: searching, keyboarding practice, blogs, and all computer use).
- I will use approved reference and research sources when conducting online research. I understand the Internet is a source for information that can be true or false and that the school is not responsible for inaccurate information obtained from the Internet.

2. Email, Text Messages, and Electronic Communication

- I will use all online communications responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail or messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other hurtful behaviors either at school or at home. I understand that pretending to be someone else is forbidden.

3. Copyright

- I will not copy and paste another person's writing, images, music, videos or other media and submit it as my work. I understand that it is stealing another person's work and is called plagiarism. I will use my own words and give credit to owner/author for any work I include as part of my projects or papers. I will seek permission to use copyrighted materials.

4. Computers, Folders, and Files on the Network

- I will take proper care of any device issued to me by Woodward Academy. I will not damage or alter any device in any way.

5. Personal Safety

- I will never give out personal information such as my name, address, phone number, or school name through any Internet access, including email. I understand that it could put me at risk.

6. Social Networking

- I understand that I am an ambassador for the school in all my online activities. I understand that what I do on social networking websites SUCH AS Twitter, Snapchat, Instagram, Facebook and others like these, should not reflect negatively on my fellow students or my teachers, or on Woodward Academy. I understand that I will be held responsible for how I represent myself and my school on the Internet.
- I will not post anything that reflects negatively upon the school, other students, the faculty, or the administration.
- I will not create anonymous social media accounts with the intent to harass or defame anyone at Woodward Academy.
- I understand that the legal age to access many of these sites is age 13.

7. Passwords

- I understand that passwords are private information, only to be shared with teachers and parents. I will not share my password or allow someone else to use my password or accounts, nor will I use theirs.

8. Cell Phones, wearable technology and other personal devices

- I may use my own personal device **ONLY** with the approval of a teacher.
- I will abide by all WA acceptable use regulations when using a personal device. Failure to do so may result in removal of the privilege.
- Devices must connect only to the student wireless network .
- Device usage is solely for educational purposes unless I have explicit teacher permission to use otherwise.

- Video recording and photography should be used **ONLY** with teacher permission.
- Video and/or audio recording of others when they are unaware is not acceptable.
- I am responsible for troubleshooting my own device and for data storage and retrieval. Questions that I have may be addressed during afternoon homeroom study hall.
- Woodward Academy is not responsible for damage to personal student devices.
- Cell phones and wearable technology (such as smart watches, fitbits that allow you to communicate with your phones and more) must be stored in backpacks and only used with teacher permission. Students may not carry cell phones or wearable technology with them during the day.

Consequences for Violation of this Agreement

The system administrators will decide what conduct is considered to be inappropriate, and consequences may range from loss of computer privileges to dismissal from Woodward Academy. The Administration will consider each incident and determine the appropriate punishment, and their decision is final. I understand and will follow all the rules of this Responsible Use Agreement.

Student Signature _____ Date _____

Parent or Guardian

As the parent or guardian of this student, I have read and discussed this Responsible Use Agreement with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Woodward Academy, and that student use for any other purpose is inappropriate. I recognize it is impossible for Woodward Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised, as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at Woodward Academy, including web or internet based services provided by other companies or institutions which have been approved by Woodward Academy for student use. I understand that Woodward Academy will take reasonable measures to protect the identity of my child. I give the school permission to publish my child’s work, as well as understand that students may be video recorded or photographed for educational and promotional purposes.

Parent or Guardian’s Name (please print) _____

Parent or Guardian’s Signature _____ Date _____

Homeroom _____