

Computer and Internet Acceptable Conduct and Use Agreement

Please Note: When a student signs the agreement individually or in a handbook, it is also referring to this Academy policy. The Federal Law Appendix at the bottom of this document. Starting with the 2007-08 school year, this agreement is included in the student handbook for the Upper School.

Woodward Academy provides a wide array of technology resources for student use. This agreement, along with the student handbook for each school, outlines appropriate use and prohibited activities when using technology resources. Each student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

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

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

GOVERNMENT LAWS:

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

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etc.
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

NETIQUETTE and RESPONSIBLE USE:

1. Internet Use and Content

1. I will use WA technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the network activities of other users. Woodward Academy Parent/Student Handbook 2019-20 38

2. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.

3. I will follow all guidelines set forth by the Academy and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).

2. Email, Text Messages and Electronic Communication

1. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.

2. I will use email and other means of communications (internal and online) responsibly. I will not use computers, cell phones, personal digital devices, or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about students, faculty, or the school itself.

3. I will not engage in bullying, harassment, or other antisocial behaviors either at school or at home.

4. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.

3. Plagiarism and Copyright Infringement

1. Copyright Violations - I will not copy, sell, or distribute copyrighted material without the written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright).

2. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

3. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.

4. Computers, Folders, and Files on the Network

1. I will use Academy computer resources responsibly. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any of WA's computer resources. I am responsible for not pursuing material that could be Woodward Academy Parent/Student Handbook 2019-20 39 considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.

2. I will not attempt to bypass security settings or Internet filters. I will not interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.

3. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

5. Social Networking

1. 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, and Facebook 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.

2. I will not post anything that reflects negatively upon the school, other students, faculty, or the administration.

3. I will not create anonymous social media accounts with the intent to harass or defame anyone at Woodward Academy.

6. Passwords

1. I understand that passwords are private. I will not share my account usernames and passwords, or try to use those of others.

7. Cell Phones, wearable technology and other devices.

1. The use of cell phones is prohibited unless under the direct instruction of a faculty member.

2. Wearable devices are to be used in accordance with the previous guidelines.

8. BYOD - A laptop is required for all US students for the 2018-2019 school year.

1. I understand that Woodward is not responsible for the maintenance and safekeeping of my personal device.

2. I understand that it is my responsibility to make sure that my device is adequately charged and that the software is maintained and regularly updated.

3. As with the use of cellphones, the use of computers during class is at the discretion and direction of teachers. Woodward Academy Parent/Student Handbook 2019-20 40

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT: I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that the consequences of my actions could include suspension of computer privileges, school disciplinary action including Administrative Action, Discipline Board/Committee action, a referral to the Honor Council, and/or referral to law enforcement.

Parent or Guardian: As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. 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 that have been approved by Woodward Academy for student use.

Signature