

# Woodward Academy

## Computer and Internet Responsible Conduct and Use Agreement

### Grades PK-6

*Revised May 2020*

**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 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.**

#### **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 typing, including writing activities, online searching, keyboarding practice, blogs, wikis 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.

#### **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 not tamper with or damage any technology resources supplied by Woodward Academy.

#### **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**

- o Do not post anything that reflects negatively upon Woodward Academy, other students, faculty or the administration on any social networking sites.

**7. Passwords**

- o 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 devices**

- o I may use my own personal device **ONLY** with the approval of a teacher.
- a. 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.
- b. Devices must connect only to the wireless network.
- c. Device usage is solely for educational purposes unless I have explicit teacher permission to use otherwise.
- d. Video recording and photography should be used **ONLY** with teacher permission.
- e. 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.
- f. Woodward Academy is not responsible for damage to personal student devices.
- g. 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 used before 8:00 AM or after 3:25 PM. 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 Acceptable 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 \_\_\_\_\_