

Hilbert Center & Lower School Technology Responsible Use Agreement

Park Tudor School's faculty and staff create instructional opportunities that integrate technology as a necessary tool for learning. The school-issued electronic devices and accounts provided to the students enable the achievement of key learning goals. In recognition of their age, students are taught and expected to use technology devices and accounts responsibly, with respect for themselves and others. All students in Senior Kindergarten through grade five have *supervised* access to a device, such as a tablet (iPad) or laptop. Students in grades three, four and five receive a Park Tudor username and password that allows them access to a personal Park Tudor account, Outlook email, Canvas and Google Apps for Education. Students in grade three will have access to the aforementioned, save for Outlook email.

Access to these instructional resources is a privilege. Students must follow the expectations listed below when using Park Tudor electronic devices; wired and wireless Networks; Park Tudor assigned accounts, as well as their personal technology devices, if brought to school and/or such devices access the Network, including but not limited to tablets, laptops, desktop computers, and cell phones. Security measures are in place to protect the School's wireless and wired Network, but given the nature of the Internet, students are expected to give careful consideration to privacy, even when using a personal device. Park Tudor school- issued devices, and the Network, undergo frequent and routine maintenance or monitoring. If a violation of this Policy, the Park Tudor Student/Parent Handbook, or the law is suspected, an investigation may be conducted which may include accessing and reviewing files, correspondence and other electronic information on any device on school property, connected to the school network, and/or owned by the school; social media sites may also be monitored. It is important to recognize that behavior both on and off campus reflects on your reputation and the reputation of the School. Failure to act responsibly may result in a loss of privileges or even discipline. Park Tudor School will cooperate with any law enforcement agency in the event of suspected illegal or inappropriate activities.

It is the expectation that parents and children will read and discuss this agreement together. Items marked with a * *may* not apply to younger students.

Lower School students are expected to:

1. Abide by Park Tudor's Digital Communication Policy, which can be found in the Student/Parent Handbook.
2. Receive teacher permission before using the Park Tudor Network, Internet, or e-mail*, on any device, and follow all rules set up by the teacher and technology teacher.
3. *Use school email (4th and 5th grade) for school-related assignments and check it regularly for communication from teachers.
4. Only visit websites directly related to school assignments and projects.
5. Receive teacher permission before using personal devices at school. Students must bring their own accessories for these items and should not expect technical support beyond the instructional use of the device. Students are responsible for protecting their device from damage or theft while at school.
6. *List the sources of all information and media (images, video, etc.) used in reports and respect federal copyright laws.
7. Always use appropriate, polite language on the Internet, e-mail*, schoolwork and file naming.
8. Tell a teacher immediately if something seems inappropriate or wrong.
9. Get permission before downloading files. Students will not download any games or update school-owned or personal devices, including Operating Systems or Apps, while on the School Network.
10. Be responsible for his or her school-issued device and accessories (keyboard, case, cables), protect them from damage, and keep them clean and charged so they are ready to use each day.
11. Digitally share work with teachers and students. For environmental and budgetary reasons, printing should be avoided whenever possible.

12. Never give out account password or personal identifying information (age, home address, phone, and personal email).
13. *Refrain from using personal e-mail accounts and social media while at Park Tudor School and/or on Park Tudor Networks.
14. Respect the privacy of others and refrain from accessing other people's accounts, folders, work or files.
15. Not damage any technology equipment, such as computers, tables and ActivBoards either physically or via malicious software.
16. Not adjust the Settings on any device.
17. Not use other people's accounts or pose as someone else online.

For parents of students under age 13:

COPPA is a federal law that applies to commercial companies and website operators and limits their ability to collect personal information from children under the age of 13. COPPA also applies to school districts that use third-party website operators to offer online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. For more information, please access <http://www.ftc.gov/privacy/coppafaqs.shtm>.

I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the school by virtue of this online environment. My signature below confirms my consent to allow my student's education records to be stored by Google as part of my student's use of Google Apps for Education. I also understand that by participating in Google Apps for Education, information about my child may be collected and stored electronically. I have had the opportunity to read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>) and understand that I may ask for my child's account to be removed at any time.

YES, I give permission for my child to be assigned a full Google Apps for Education account. This means my child will receive access to Google Docs, Calendar, and Sites.

NO, I do not give permission for my child to be assigned a Google Apps for Education account. This means my child will NOT receive access to Google Docs, Calendar, and Sites.

Parent or Guardian Signature

(Please initial) I have read and agree to the Park Tudor Technology Responsible Use Agreement. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Park Tudor Technology Responsible Use Agreement. I will emphasize to my child the importance of following the rules for personal safety. I will supervise my child's use of the system when my child is accessing the system from home. I give permission to issue accounts for my child and certify that the information contained in this form is correct.

(Please initial) I hereby release Park Tudor, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Park Tudor Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Parent Signature _____ Date _____

Print Parent Name _____