



Technology Code of Conduct Agreement

Students will not have computer access until this form has been completed.

Our Approach to Telecommunication Technologies and the Internet

The Kessler School offers students, staff and faculty a range of technology designed to support excellence in teaching and learning. In particular, the Internet and e-mail provide our community with access to unique resources and opportunities for collaborative work. The use of these technologies is a privilege that must be used in an effective and ethical manner. Therefore, the use of the Internet and other telecommunication technologies at The Kessler School:

- Shall be in support of education and research.
- Shall be consistent with other school policies.
- Shall assure the use of computers in a responsible, efficient, ethical and legal manner.

The school reserves the right to limit or suspend technology access privileges to any user who is not using the school's technological resources in a responsible and ethical manner. Parents are liable for damaged equipment.

Acceptable Uses and Ethical Behavior

In using technology, students, staff and faculty are expected to adhere to the same standards of ethical behavior that govern other aspects of our school community:

- Exercise good judgment in visiting Internet websites. Do not visit sites that contain objectionable material. Ask a teacher or a parent if you are unsure if the site is appropriate.
- Be polite; use appropriate language for all communications. Avoid jokes or statements that might offend others.
- To protect your privacy and safety, do not give out your address, telephone number or full name.
- Careful use of equipment to avoid damage.

Unacceptable Uses and Unethical Behavior

Any unacceptable or illegal use of technology could cause embarrassment to the user and to the school. It could even threaten freedom of access to information within our school community. Misuse includes sending or seeking to receive messages that contain inappropriate matter. Other unacceptable uses include:

- Accessing websites that contain explicit materials or offensive language – it is the user's responsibility not to initiate access to such material. If there is a question about the acceptability of material in a website, it is probably not appropriate.
- Deleting or changing any application or file belonging to the network or another person. This includes deliberately attempting to bypass security software or obtaining or sharing passwords belonging to others. The security programs at our school are only one way of protecting our computers; our most important safeguard is relying on one another's honesty and integrity.
- Trying to access other individual's or other institution's files or email. Please respect the privacy of others.
- Modifying or copying any files/data of other users without their specific consent.
- Forwarding another user's communication without the author's prior consent.
- Use of chain letters or any other illegal activity that would violate standard mail practices.
- Copying commercial software or personal intellectual property in violation of copyright laws.
- Destroying, modifying or abusing the hardware or software in any way. We ask everyone to respect the fact that the computers are configured in a way that is most useful to most of our community and should not be changed to meet individual preferences.
- Using the school's computers or networks for commercial purposes. Students should not use the school computers for purchasing products or services, unless they have written consent from the Head of the School. The school will not be responsible for financial obligations arising from unauthorized purchases.
- Sending out unauthorized global e-mail will result in a school disciplinary action.
- Downloading games or programs or playing games on the Internet.
- Cyberbullying: Harassing another student via e-mail or any other Internet vehicle. For more information, see the Social Networking/Online Activity section in the student handbook.

Consequences for technology-related offenses will be addressed in ways that include but are not limited to:

- Written e-mail warning
- Conference with parents
- Suspension of technology privileges
- Referral to the Head of School for possible disciplinary action
- Suspension from school
- Legal action
- Financial responsibility for damaged equipment

Please remember that the use of the Internet and school computers is a privilege, not a right. Parents and guardians are to sign electronic acknowledgement agreement prior to use of school technology. **Students will not have computer access until this form has been completed.** Persons having access to technology at TKS must have the Technology Code of Conduct Agreement on electronic file.