The Galloway School

RESPONSIBLE USE OF TECHNOLOGY AND LAPTOP CARE CONTRACT

2026-2027

Responsible Use of Technology

Overview

The Galloway School recognizes that access to technology in school gives students, parents, faculty and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for life, work, opportunity and citizenship. The Galloway School is committed to helping our community develop technology and communication skills.

To that end, we provide access to technologies and online services for community use. This document outlines the guidelines and behaviors that all users are expected to follow at school, when using school owned technologies off campus, and when using personally owned devices on the school campus or in school related activities.

- The school's network, and any online access, is intended for educational and work purposes related to school activities.
- All activity over the network or using school technologies may be monitored, recorded and retained.
- Access to online content via the network may be restricted in accordance with our policies and with appropriate governmental regulations.
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- The Galloway School makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from misuse or failures of such technologies.
- Users of the network or other technologies are expected to alert Galloway faculty or staff immediately of any concerns for safety or security.
- Misuse of school resources can result in disciplinary action.

Technologies Covered

The Galloway School may provide Internet access, laptops, desktop computers, mobile computers or other devices, cloud services, video conferencing, online collaboration capabilities, email, and more. As new technologies emerge, The Galloway School will attempt to provide access to them where deemed appropriate. What is outlined is intended to cover all available and emerging technologies, not just those specifically listed.

Usage Policies

All technologies provided by The Galloway School are intended for educational and work purposes. Everyone is expected to use good judgment, and to follow the specifics and the spirit of this document: be safe, appropriate, careful and kind; use good common sense; and ask if you don't know.

Internet/Web Access

The Galloway School provides its users with access to the Internet, including web sites, file storage, resources, content, and online tools. That access may be restricted to comply with school and governmental policies and regulations. All Internet browsing may be monitored and activity records may be retained.

Filtering

The Galloway school filters, logs and archives all network and Internet traffic for administrative and diagnostic purposes. If a site is blocked and a user believes it shouldn't be, alert a faculty or IT staff member. If the filter is deemed to be inadequate or not working, it should be brought to the attention of the school ASAP. Filtering is ever evolving and best effort is made, but does not replace human monitoring both in the classroom and at home. Internet filtering is a safety and diagnostic precaution, and users should not try to circumvent the filters. Attempting to circumvent the filter could result in disciplinary action.

Any and all filtering is solely at the discretion of the school. No access to any logs or archives of network traffic will be granted to any member of the Galloway community without due procedure. Any inquiries should be first routed to the appropriate level administration.

Limitation of Liability

The Galloway School holds the safety and security of its community as a primary responsibility, and makes the best choices it deems necessary to uphold that intent. The Galloway School in no way offers any guarantee as to the effectiveness of the functionality of the technologies it uses, such as filtering or monitoring Internet traffic. The Galloway School provides such services as a convenience to our users and in compliance with the school's mission and policies. There are risks inherent in the use of any information or products related to the Internet, and Galloway assumes no responsibility, financially or otherwise, in this regard.

Network Access

Users agree to be safe, responsible and ethical users at all times. Under no circumstances should a user's password be shared. Users agree not to interfere with network systems and security, the data of another user, or attempt to log into the network with a username or password of someone else. Users are to respect the need for confidentiality and are to make no efforts to bypass security systems and gain access to information that they do not have permission to see.

Third Party Networks and Cloud Based Services

From time to time, in the course of our educational activities, The Galloway School creates accounts and stores student data on third-party cloud-based services including, but not limited to, Google Workspace for Education (formerly Google Apps for Education), Canvas, Adobe, and

others. In addition to core workspace tools, the school may utilize and provide student access to non-core Additional Google Services (such as YouTube, Google Maps, Google Books, and other pre-approved third-party applications) as supplemental educational resources.

To ensure compliance with the Child Online Privacy Protection Act (COPPA) as well as the platform safety requirements of our service providers (including Google's mandated parental consent certifications for all minor users), by signing this contract, you are providing explicit parental/guardian consent for your child(ren)—including all enrolled students under the age of 18—to use and to allow Galloway to create, manage, and maintain accounts for these and any other applications and services deemed appropriate by the school.

Where possible, the school uses service providers who have asserted their strict compliance with FERPA guidelines as they relate to the privacy and security of information. However, the school will not be responsible for a service provider's violation of said guidelines or sudden changes in policy.

Unauthorized Third-Party Integrations

To ensure the protection of student data privacy and maintain a secure learning environment, students and parents are strictly prohibited from linking Galloway-issued accounts (including but not limited to Gmail, Canvas, and Google Drive) to any third-party or non-school approved services. This includes Artificial Intelligence (AI) platforms, organization apps, note summarization tools, or executive functioning assistants not explicitly vetted and provided by the school.
While the school recognizes the potential benefit of such tools for academic support and assistance, only those technologies approved by the Technology Department may be installed on school devices or integrated with school credentials. The Galloway School maintains ownership of all school-issued accounts and offers no indemnification for the 'commingling' of personal and school data that occurs when users connect school accounts to outside, unvetted services

Virtual Classroom/Video Conference use and Recording

Distance learning courses will have both live sessions (which may be recorded) and pre-recorded sessions. Only enrolled students, their parents/guardians, and approved staff will be allowed to enter and participate and to review the recordings (live and pre-recorded). Students are prohibited from sharing course passwords or links with others.
The live sessions may be recorded. Students might be asked to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others participating in the course, all of which may be recorded. If the parents do not want the student to be recorded, it is the parent's responsibility to: (1) cover the webcam on the student's computer or turn off the video button; (2) tell the student not to respond to questions posed by the teacher; and (3) email the teacher at least 5 days before the class is set to start to advise him/her that the student will not be speaking up during the session so their voice and image are not recorded.

Notifications and Classroom Disruption

The nature of mobile communications is that we are constantly bombarded with notifications from

text messages, instant messaging, emails, social media, and other “push” notifications. Unfortunately, this constant stream of notifications is a serious disruption to the classroom environment and a detriment to the learning process.
While in class, students should turn off, disable, or mute any ringers, text notifications, instant message notifications, or anything else that could distract them or their classmates. Students should not actively engage in text conversations, instant message conversations, or any online interactions that are not directly related to the classroom activities taking place.

Netiquette

At The Galloway School we try hard to have a place that is free of harassment and sensitive to the diversity of all members of the community. Therefore, please do not use our systems in ways that are disruptive, offensive to others, or harmful to morale.

- Users should always use the Internet, network resources, and online communication in a courteous and respectful manner.
- Users should also recognize that among valuable content online is other unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn’t want the external community to see. Once something is online, it’s out there for the world to see permanently, and can sometimes be shared and spread in unintended and potentially harmful ways.

Plagiarism

Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original creator. This can include the use of AI or other online tools.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of a teacher or administrator. Never share personal information, including phone numbers, addresses, social security numbers, birthdays, or financial information, over the Internet.

Cyber Bullying

At The Galloway School, cyber bullying is not tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

E-mail

The Galloway School provides, at its discretion, email accounts to students and staff for the purpose of school related communication. School email accounts should be used with care. Users

should use appropriate language; communicate with the same appropriate, safe, mindful, courteous conduct online as offline.

Social Media and Collaborative Content

Recognizing that collaboration is essential to education, The Galloway School encourages all community members to use digital social media tools as a way to connect with others, share educational resources, create and curate content, and enhance experience. The Galloway School may provide users with account access to web sites or tools that allow learning, communication, collaboration, sharing, and messaging. For school related online collaboration, all users are to only use their school provided accounts on these services. For example, teachers are required to use their Galloway provided Google account to communicate/collaborate with students, not their personal Gmail or Google accounts.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should take care to protect their own privacy and the privacy of others. Private and personally identifying information includes, but is not limited to, a person's: full name, home address, email address, home phone number, cell phone number, social security number, bank account(s), credit card(s), username(s)/password(s), photo(s), video(s) and/or other media.

Not all social media tools are appropriate for educational use, and there are clear, inherent risks to be kept in mind when using them. In the social media realm, the lines are blurred between what is public or private, personal or professional. Please be aware that it is recommended to faculty and staff that they do not initiate or accept personal social network friend requests with current Galloway students, regardless of age, or former Galloway students under the age of 18.

All social media accounts may be linked back to your other personal social media accounts by the service itself, The Galloway School offers no indemnification of any commingling of personal and school related information. By posting comments and having online conversations on social media, you are broadcasting to the world. Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared publicly.

Users should be aware that on social media, it is possible that communications between students and content posted to profiles may suggest dangerous or self-destructive behavior, or behavior that is abusive or dangerous to others.

The Galloway School may be compelled by law to report such "at risk" behavior carried over digital communications and social media if witnessed. Examples of "at risk" behavior might include: Alcohol use, illegal drug use, eating disorders, suicidal ideation, sexting or texting inappropriate or damaging visual content etc.

Social Media Guidelines

- Use good judgment in all situations.
- Regardless of your privacy settings, assume that all of the information you have shared online is public information.
- Always treat others in a respectful, ethical and considerate manner.
- Always respect the privacy of the school community members.
- Do not post pictures or videos of others without their permission or the permission of their

parent or guardian.

- Remember the school's permissions to use images and video of students and faculty do not transfer to you as an individual. You may not use any Galloway generated images without expressed permission from a faculty or staff member.
- A significant part of the interaction on social media networks involves passing on interesting content or linking to helpful resources. Reposting a link becomes a reflection of you. Check the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using social media, be sure to read and follow the printed terms and conditions.

School Owned Laptop, Computer and Tablet Guidelines
(See Laptop Care Contract for terms of use of school issued laptops)

The Galloway School may provide mobile computers or other Internet capable devices to promote learning both inside and beyond the school facilities. Abide by the guidelines expressed here when using school devices off the school network, as well as on the school network.

Treat school owned devices with extreme care and caution; report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Although the intent of many of these machines is to be taken home, The Galloway School cannot guarantee connection or reliability of connection from home or remote off-campus locations. Due to environmental, network and technological differences between each location we cannot support or troubleshoot those connection issues.

Use of school issued mobile devices, including use of the school network, may be monitored and retained.

All users are expected to bring the devices (and their accessories) to school every day in a charged, functional state.

The Galloway School believes that if reasonable precautions and care are taken in their use, school issued devices should not experience physical damage:

- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Make sure batteries are charged for school each day.
- Transport devices within a protective, padded case.
- Shut down devices when transporting them from home to school and vice versa
- Screens can be damaged if subjected to rough treatment. They are particularly sensitive to damage from excessive pressure, magnetization, from objects wedged in the computer or from liquid spillage.

Personally Owned Devices

Students, parents, faculty and staff may use personally owned devices (including laptops, tablets, smartphones, and cell phones) on the school's network. A separate, limited-access "guest" wireless network will be provided for personally owned devices. School servers, printers, school-owned software, and school information systems will not be accessible from these devices. As with school owned devices, when using personal devices within a school context, all terms of these guidelines apply. For example, when using personally owned devices, users agree to be safe, responsible and ethical users, respect the privacy of others, and adhere to appropriate

copyright guidelines regarding the capture and transmittal of images, audio and video of students, parents, visitors, faculty and staff. All internet access and internet communication to/from personal devices while they are on the school's "guest" wireless network will be monitored and maintained.

Security and Downloads

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected, please alert an IT staff member. Do not attempt to remove the virus yourself or download any programs to help remove the virus. Do not attempt to install "hacked" or "pirated" software, and be wary of sites that give software away for free. Acquiring software from peer to peer sharing services or newsgroups is a security risk and potentially illegal. Installing software that is not explicitly approved is prohibited.

Licensed Software

The Galloway School buys licenses for software for educational purposes and provides it for use only on school owned devices. We do not own the copyright to this software or its documentation. We do not have the right to use the software beyond the terms of the software license agreement. The Galloway School prohibits the illegal duplication of software and its documentation.

Summary - Examples of Responsible Use

(This is not intended to be an exhaustive list. Use your own good judgment when using school technologies):

- Keep my user IDs and passwords secret and secure at all times.
- Use school technologies for school-related activities and research.
- Follow the guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion when using collaborative technologies.
- Alert an administrator or IT staff member if I see threatening, bullying, inappropriate, or harmful content or behavior online.
- Cite sources when using online resources for research; ensure, to the best of my knowledge, there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

Examples of Irresponsible Use:

- Sharing my user IDs or passwords with anyone.
- Using school technologies in a way that is personally or physically harmful.
- Searching inappropriate images or content.
- Engaging in cyber bullying, harassment, or disrespectful conduct toward others.
- Trying to find ways to circumvent the school's safety measures and filtering tools.
- Changing Security and/or user rights (escalating permissions), or further modifying the OS
- Using school technologies to send spam, or chain mail.

- Plagiarizing online content.
- Posting private, or personally-identifying information, about others or myself.
- Use language online that would be unacceptable face to face.
- Use school technologies for illegal activities
- Attempt to hack or access sites, servers, accounts, or content that I don't have permission to use.

Violations of this Responsible Use Policy

Violations of this policy may result in disciplinary action, up to and including expulsion or suspension and may include involving appropriate governmental authorities, in cases where laws have been broken.

As a condition of enrollment, I certify that I have carefully read, understand, and agree to abide by The Galloway School's Responsible Use of Technology, and that violation of these guidelines could include disciplinary action. I also understand that the school device/network data, Gmail account, and any other school provided online accounts are owned by The Galloway School. The Galloway School has the right to access any of the information used through technologies provided through the school at any time.

School Issued Laptop Care Policy

Overview

The Galloway School provides laptop computers to students in order to enhance, enrich, and facilitate learning. Students have full use of the laptops for academic needs while enrolled at The Galloway School. Students are expected to bring the MacBook to school everyday in a fully charged, functional state. The Galloway School believes that if reasonable precautions and care are taken in the use of the laptop, the laptop should not experience physical damage, loss, or theft.

This contract applies to the laptop that a student is originally issued, as well as any subsequent loaner laptops or replacement laptops that a student borrows from the school.

When necessary, the school will ask for the laptop to be returned temporarily for updates and maintenance. At the end of the school year, some of the laptops will be permanently returned. Returning students in applicable grades will be issued new devices. Laptops are to be returned to The Galloway School immediately when a student withdrawals or graduates.
Parents are asked to read this form carefully and become familiar with the policies that will govern their student's use of the device(s).

General Precautions

- Cords, cables, and removable storage devices must be inserted and removed carefully from the laptop.
- Students are responsible for ensuring that the laptop's battery is charged for school each day, bringing the power cord to school only if needed. If it is charged every night, students should not need a power cord at school.
- Laptops should be transported within a protective, padded case, in addition to the hard shell case that is provided. The laptop should remain in the hard shell case (or an equivalent hard shell case) at all times.
- Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. The guidelines below should be followed:
  - Do NOT place anything on the keyboard before closing the lid.
  - Do NOT lean on the top of the laptop when it is closed.
  - Do NOT place anything near the laptop that could put pressure on the screen.
  - Do NOT place anything in your carrying case or bag that will press against the cover.
  - Do NOT poke or press on the screen.
  - Clean the screen with a soft, dry cloth or anti-static cloth.

- Food or drink should not be stored or placed around or on the laptop.
- Stickers or Vinyl "Skins" are encouraged, but should be applied only to the outside of the hard case, NOT to the laptop itself.

Laptop Loss-Damage

- Students are expected to respect the laptops as school property and protect them from loss, damage, and theft. Each student will be held financially responsible for any damage, loss, or theft that occurs to his/her originally-issued laptop, as well as any loaner or replacement laptops that may be issued in the future, while these devices are loaned to them. The School does not cover "negligent loss", nor intentional damage, only non-negligent accidental damage and non-negligent theft.
- Students are responsible for the general care of any and all laptops they have been issued by the school. A protective case is to be on the laptop at all times. A protective case is provided with each laptop at time of deployment. If damage to the laptop occurs without a proper protective case on, the school may determine the damage to be negligent, and the student may be responsible for all repair costs.
- Laptops that are broken or fail to work properly must be reported to The Galloway School's Technology Department. Failure to report damage could result in escalated charges at time of laptop return. All laptop computers are covered against manufacturer's defects under Apple's warranty. Repairs that are not covered by the warranty, including accidental damage, will result in a minimum $100 charge to the student for the first occurrence, minimum $200 charge to the student for the second occurrence, minimum $300 charge to the student for the third and subsequent occurrences. This escalating charge will reset back to the minimum $100 level only once, when the student enters 9th grade.
- Students are responsible for the accessories that come with the laptop, and should be fully aware of the replacement costs they will be assessed resulting from damage, loss or theft of the accessories: Power adapter ~$40 to $80, cord ~$20.
- Keys are not to be picked at or lifted up off the keyboard. Never insert anything underneath keyboard keys. Doing so will dislodge the keys from the keyboard, and can result in substantial damage requiring the entire keyboard/chassis to be replaced. Such damage will be considered intentional misuse.
- A report of loss or theft must be filed with the Galloway Technology Department (at the UTAP Counter or with the Director of Technology). Negligent loss is defined as losing track of the laptop, or the laptop disappearing by unknown means without any evidence of burglary. Theft is defined as a burglary that is documented by a police report. In the event of a theft, the theft must be reported to the appropriate local police department within 24 hours of the incident in addition to notifying the Technology Department as outlined above. If the event is considered "negligent loss", the student will be responsible for the entire replacement cost of the laptop. If the event is theft or burglary, the loss may be covered by the School, but only if the student files a police report and provides a copy of the report to the school in a timely fashion. In this scenario, the student will only be responsible for the appropriate escalating level charge.

Security/Safety

Due to size and portability, laptop computers are especially vulnerable to theft. Below are some tips on how to protect your laptop from being stolen. If a theft does occur, file and police report, and immediately notify The Galloway School's Administration and Technology Department.

- Always know where your laptop is at all times. Keep it close to you, or locked up in a secure location. Do not leave it lying around unattended in a non-secure location.
- Carry your laptop in a carrying case or bag so that it is out of sight. Never check a laptop as luggage at the airport, only carry it as a carry on.
- Do NOT leave your laptop inside a vehicle, where it is an easy target for theft and where temperature extremes can permanently damage the device. Do NOT leave a laptop in a vehicle, even if the vehicle is in your driveway or garage. If you must leave your laptop in a vehicle for a brief period, do NOT leave it in an unlocked car or in plain sight; the best place is in a locked trunk.
- Do NOT use any login options that "remember" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Students are responsible for keeping a current backup of ALL of the data on the laptop. Should the data or the laptop become damaged or lost, the technology staff will not be responsible for, nor expected to help recover data if no backup was maintained. The best way to keep your MacBook backed up is by using the Time Machine feature, saving to a personal, external drive. See the Technology Staff for more details if needed. Other great ways to keep your work backed up is to save your data in the cloud. The Galloway School provides abundant storage via Google Drive cloud services.

Software

- All school-provided laptops will be pre-loaded with the standard software currently in use by The Galloway School. Any duplication of licensed software is strictly prohibited. Software may not be transferred or copied to another computer. Installing software that is not explicitly approved is prohibited.
- The Galloway School will not provide technical support for any applications or hardware that are not installed/owned by the school. Should routine troubleshooting fail to address software problems, the computer will be reimaged and only software that was originally installed on the laptop will be re-installed. Students are responsible for keeping their own data backed up at all times, so that such routine re-imaging can be done quickly and easily without fear of the student losing valuable data.

Laptop Returns

- As previously mentioned, students may be required to temporarily return the laptop for updates and maintenance. Throughout the year we will remind and encourage students to bring their laptops in to have damage repaired (and to receive a loaner laptop). Any student who fails to turn in his/her laptop in a timely fashion for repair, may be subject to late charges, damage charges or full value based on the condition of the machine returned.

- If a student withdraws from The Galloway School prior to the end of the school year, they are expected to turn in the assigned laptop and charger to the Technology Department no later than their last day of school, or the laptop will be assumed missing and the student will be charged full replacement cost.
- If a student Graduates from The Galloway School, they are expected to arrange purchase of the laptop or turn in the assigned laptop and charger to the Technology Department no later than their last day of school, or the laptop will be assumed missing and the student will be charged purchase price.

I have carefully read, understand, and agree to The Galloway School's Responsible Use of Technology and Laptop Care Contract, dated 2026-2027, as a condition of enrollment. It can also be found at the following URL: http://www.gallowayschool.org/AUP Galloway reserves the right, in its sole discretion, to make changes or updates to this document at any time. If any changes or updates are made, Galloway will post a revised version of this document on its website, at which time such changes or updates shall become effective.

I understand that violation of these guidelines by my child could include disciplinary action. I also understand that the school device/network data and associated logs, Gmail account, and any other school provided online accounts are owned by The Galloway School. The Galloway School has the right to access any of the information used through technologies provided through the school at any time. I also understand that any loss, damage, or theft of a school issued laptop may be my responsibility as outlined in the Responsible Use of Technology and Laptop Care Contract. I agree to abide by the terms of that contract.