



## Acceptable Use Agreement 2011-2012

*I understand that use of technology at Ruffing Montessori School is an exceptional educational opportunity and privilege. Therefore, I agree to the following expectations:*

1. I understand that Ruffing computers are available for educational use only. I will not
  - access internet chat forums, "Instant Messenger," e-mail, social networking and streaming media sites, (including, but not limited to *MySpace*, *Facebook* or *You Tube*) or any internet site (including game and music sites) not directly related to my school studies;
  - download any software from the internet;
  - install programs, including games, brought from home (loading documents related to classroom projects from a flash drive is acceptable);
  - access the network account of another student, or of a staff or faculty member, or;
  - tamper with Internet security or change the basic system and desktop settings of school computers.
2. To protect my safety and privacy, I will not reveal my name, age, gender, home address, phone number or other personal information, or that of any other student over the Internet.
3. When in doubt about permitted uses of school computers, e-mail or other Internet tools, I will ask a teacher.
4. Should I become aware of violations of the above, I will immediately report them to the classroom teacher.
5. I understand that misuse of Ruffing computers may result in suspension of computer privileges and possible additional disciplinary action.
6. Cell phones, iPods, and similar electronic devices are not permitted in the classroom. Students who bring such devices to school will be expected to place them in a safe spot designated by their classroom teacher for retrieval at dismissal. The possession and use of electronic devices on class trips will be at the discretion of the classroom teacher.
7. I acknowledge that from time to time, throughout the school year, changes may be made to this agreement that constitute a binding part of the agreement.

The use of privately owned, personal computers in the classroom is a privilege extended to staff and to students in the Middle School. Ruffing Montessori School assumes no liability for damage or loss of privately owned computers. No student will be permitted to use the privately owned personal computer belonging to another student.

When used on school property, the terms of the Computer Use Agreement extend to the use of any computers as if they were computers owned by the school. Privately owned, personal computers will not be connected to the school network via wireless access point or a wired connection until a properly executed Amendment to the Acceptable Use Agreement is on file and approval has been given by the Technology Coordinator. Once wireless access has been granted, students will have access to the Internet and Workgroup printer. Such approval will be based on evidence of the following:

- Properly installed, configured and updated high-quality anti-virus and anti-malware software
- Current updates to the computer's operating system
- Current updates to the Web browser (Internet Explorer, FireFox, etc.)
- Current updates to Microsoft Office
- Current updates to the latest version of Adobe Reader
- Current updates to the latest version of JAVA

Once the computer has been approved by the Technology Coordinator, wireless access will be authorized. It is the responsibility of the user to maintain currency of updates. On-going compliance with these requirements is subject to verification by the Technology Coordinator. Ruffing will maintain a hardware device for the purpose of Internet filtering. Violation of the Privately Owned Computer Policy will result in revocation of this privilege.

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(Student Signature)

(Student Name, Printed)

(Parent/Guardian)

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(Teacher's Signature)

(Date)

# Acceptable Use Policy

## Academic Year 2011-2012

Technology is used in many exciting ways to enrich the curriculum in the Upper Elementary and Middle School, and in some After Hours Activities. In addition to activities such as keyboarding, word processing, database, spreadsheet applications, and the use of electronic encyclopedias and other academic software, students may be exploring global learning opportunities available on the worldwide web.

While teachers closely monitor student computer use, and Internet use will be clearly focused on classroom work, students and parents need to understand the level of responsibility that computer and Internet use in an educational setting requires. This tremendous communication resource offers us connections all over the world, and accordingly, each student is expected to use this technology wisely. In order to clearly define our expectations and to present clear consequences in the event of a problem, both students and parents are asked to:

- Read the *Computer Use Agreement* (the reverse side of this sheet);
- Discuss the stated expectations;
- Indicate your understanding and acceptance through your signature; and
- **Return the signed agreement to the appropriate classroom teacher** as soon as possible after school begins.

Only upon receipt of the properly signed *Computer Use Agreement* will the use of computers and Internet tools by your student be allowed for this academic year.

Our students represent their families and their school at all times, and we expect that they will handle themselves accordingly, whether in school, in public, or online.