

Germantown Academy

Technology Responsible Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

PURPOSE

The technology resources at Germantown Academy (e.g., all networking, printing, hardware and software, the Internet, email, telephone equipment and voice mail) are provided to enable students, faculty and staff to communicate, share information and access virtually unlimited resources from the global community. The school's Responsible Use Policy applies to all authorized users who access the school's network or equipment using school-owned or personally owned equipment, including personal device assistants (PDA) and wireless devices. Germantown Academy policies, as outlined in the Student Handbook, are applicable to all uses and interactions on the computer network and related technologies. This document is intended to clarify these policies as they apply specifically to technology usage. Please read the policies below before using the school network and computers. By using GA's technology resources, you agree to be bound by the terms, conditions and regulations below.

TECHNOLOGY PRIVILEGE

The use of school and personally owned technology on school property or at school events is a privilege, not a right. This privilege comes with personal responsibilities, and if you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

PRIVACY EXPECTATION

Germantown Academy reserves the right to monitor and track all behaviors and interactions that take place online or with technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through Germantown Academy's network, GA provided cloud service or accessed on a school computer can be inspected. Any files saved onto a school computer, network drive, or GA provided cloud service can also be inspected.

Students have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy or law, and/or compromises the safety and well-being of the Germantown Academy community.

Germantown Academy adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content, including pornography.

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RESPONSIBLE USE

All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data. All users must also recognize and honor the intellectual property rights of others.

- A. Students will not use the network in a way that restricts its use by others. Users will not tamper with others' files, modify, or delete system settings. Deliberate attempts to tamper with or degrade the performance of the school network or to deprive authorized users access to these resources are prohibited. Hacking is strictly prohibited.
- C. Users will abide by all copyright, trademark, and other laws governing intellectual property. No software may be installed, copied, or used on school equipment except as permitted by law. All software license provisions must be strictly adhered to.
- D. Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material online or via any electronic means (i.e. text/video/email messaging, social networking, streaming. etc.).
- E. Students will not utilize technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of Germantown Academy is subject to disciplinary action.
- F. Students will not use another student's computer account or password under any circumstances. Nor will they allow other students to use his/her account or password under any circumstances. Students will not impersonate another's identity.
- G. Students will not use the school computers to play any electronic games unless such game playing has an educational purpose and is specifically directed by the supervising teacher. Computer and networked games, including role-playing and fantasy games, are prohibited.
- H. Students will not partake in video/audio-streaming of any kind without specific permission from the supervising teacher.
- I. Students will be safety-conscious while online. Students will not reveal sensitive information such as social security numbers, etc., nor will they knowingly allow anyone else to do so. Students will not reveal another person's personal information. Students will not transmit or use pictures of others without their consent.
- J. Students will not change hardware settings, download programs from the Internet, or install programs on any school computer without the written consent of the technology director.
- K. Students who bring in computer media from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer, he or she must immediately stop whatever he or she is doing and inform the supervising teacher. (Up-to-date virus protection on home computers is recommended.)

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- L. Students are allowed to bring laptops, cell phones, iPads, PDA's, personal iPods, MP3 players, CD players, DVD players, etc. onto campus. These devices may only be used in the student lounges and outside during school hours unless permitted by the teacher during class time.
- M. Students will not access rating or dating websites including, but not limited to, Match.com, eHarmony, JDate, Black Planet, Hot or Not, RateMyTeacher.com, RateMyCoach.com, or JuicyCampus.com using school owned computers.
- N. Germantown Academy's name, logo, mascot, or other likeness or representation on a non-school website without express permission from the school is strictly prohibited. This includes pictures of anyone wearing clothes with Germantown Academy name, crest, emblem, or logo. This also includes listing our school name or our employees on a social networking profile, a dating website profile, or a rating website such as RateMyTeacher.com or RateMyCoach.com.
- O. Students are responsible for the safety of school-owned laptops while they are in their possession. If a computer is accidentally damaged while in a student's possession, he/she is responsible to pay the deductible of up to \$300 for the repair or replacement of the computer. Examples of accidental damage include but are not limited to the following: spilling liquid on the keyboard, dropping the machine, closing it with books or papers inside, and blunt force objects cracking the LCD screen. Your responsibility for the laptop extends to others that may damage it while it is in your possession.
- P. Access to any web log (blog), forum, or "social network" web site of any kind, such as MySpace, Xanga, Facebook, etc., is prohibited. Exceptions to this are preapproved sites for educational purposes only.
- Q. Outside of classroom, extracurricular and individual meetings, GA faculty and staff may communicate with students via official GA channels only. These include GA e-mail, parent's e-mail, and the parent's home phone. Please do not communicate with faculty and staff via social networking websites, cell phones (unless on a field trip), texting (unless on a field trip), instant messaging, private e-mail accounts, or other unofficial channels. While we foster close relationships, it is imperative that these be professional and conducted through the means authorized by GA in order to avoid any misunderstandings.

POLICY ENFORCEMENT AND SANCTIONS

All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer or network access privileges and disciplinary action. Some violations may constitute criminal offenses, as defined by local, state and federal laws and the school may initiate or assist in the prosecution of any such violations to the full extent of the law.

Violators of this technology policy will be provided with notice and opportunity to be heard in the manner set forth in the Germantown Academy Handbook, unless an issue is so severe that notice is either not possible or not prudent in the determination of Germantown Academy administrators.

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School and Network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They also have the right to confiscate personally owned technological devices that are in violation or used in violation of school policies.

TERMINATION OF ACCOUNTS AND ACCESS

Upon graduation, GA students will no longer have access to the Germantown Academy network, which includes files stored on the network and your school-provided email account. Prior to graduation, we recommend saving all personal data stored on school technology to a removable hard drive and set up an alternative email account.

Due to continuous advancements in technology, Germantown Academy reserves the right to change, update, and edit this policy at any time in order to continually protect the safety and well-being of our students and community. To this end, Germantown Academy may add additional rules, restrictions, and guidelines at any time.