



## ACCEPTABLE USE OF TECHNOLOGY

Use of technology at The New Community School should reflect a genuine respect for health and safety of each member of the school community, a desire to shape an educational environment which encourages learning and involvement, and a willingness to show respect for one another, the school, and for the school property. Technology includes but is not limited to: computers, other hardware, electronic devices including any cell phone, tablet, software, Internet, Intranet, e-mail, and all other networks. The following code of conduct is meant to clarify acceptable use of the technology at school. As the technology changes, the code will also change. However, the goal will always remain the same – to ensure that The New Community School remains an environment that values and fosters personal growth, positive self-regard, and the personal characteristics of a productive citizen. The New Community School may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites. Such websites may collect personally identifiable information from students including usernames and passwords.

Specific website company/vendor privacy policies should be consulted regarding collection of information, including information for students under the age of 13. Please contact The New Community School at any time regarding privacy questions or concerns or to request to review what personally identifiable information has been provided by the school. As requested, The New Community School can also provide contact information for the educational companies and vendors for such websites for parents to contact directly. Parents can also contact The New Community School (and/or the website company/vendor) at any time to request that they delete the personally identifiable information of their child and disallow further access. Please note that this removal could prevent the student from having access to critical instructional materials.

TNCS has the right to inspect any computer or other electronic device and the contents contained therein on demand with or without notice to the user.

### CODE OF CONDUCT

1. The purpose of the Internet service and computer technology in the school is to support research, education, and personal growth. All activities should support educational objectives of The New Community School.
2. All use of the technology shall respect privacy, copyright law, and shall not violate federal, state, or local laws. The school's honor code shall be respected.
3. Use of technology at school is considered a privilege and not a right. As such, the privilege may be removed for inappropriate use.
4. We will abide by general rules of etiquette in our use of technology at The New Community School. These include (but are not limited to) the following:
  - a. Be polite in all communications with others.
  - b. Use appropriate language.
  - c. Never tell your personal address or phone number to a stranger.
  - d. Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Protect the privacy of others. Do not try to learn their password, copy, change, read or use their files, or access their wireless networks.
5. No image, audio, or video recording shall be taken, used, shared, or published without the subject's knowledge and consent.
6. The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Community School is not responsible for any damage, including loss of data. Use of any information obtained via the Internet is at the user's risk. The New Community School is not responsible for the accuracy or quality of information on networks.

7. Security is a high priority. Do not attempt to change, alter, or adjust the software or hardware configurations. Do not download, load, or run executable files (other than those provided by the school) of any kind on the school's computers.
8. Attempts to harm or destroy another person's data, the Internet, or other networks connected to the Internet backbone are considered vandalism.
9. Cyber bullying of any kind will not be allowed or tolerated at TNCS.
10. All aspects of our Honor Code apply to use of technology.

REQUIRED SIGNATURES

Please sign the following stating that you have received and read the Acceptable Use of Technology policy and return it to school by September 17th. This document is required for inclusion in the student's file. A copy is included as Appendix 1 in the Student Handbook for your reference.

We have received and read a copy of The New Community School's Acceptable Use of Technology policy.

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_