

Burlington Day School

Electronic and Digital Resources Acceptable Use Agreement

Introduction

- BDS has the ability to enhance the education of students through the use of computers and other forms of electronic media. We are pleased to offer students, teachers, and staff access to rich information resources through the BDS network and other forms of electronic distribution. We recognize that as telecommunications and other technologies shift the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. In a free and democratic society, access to information is a fundamental right of citizenship. Electronic information research skills are now fundamental to preparation of 21st century citizens.
- Goals for the utilization of electronic media and virtual resources are:
 - To support the Burlington Day School curriculum
 - To promote educational excellence by facilitating resource sharing, innovation, and communication
 - To expand capabilities for learning opportunities
 - To promote life-long learning
- Burlington Day School owns all systems, software, and other material stored on the network including software applications such as:
 - word processing programs
 - graphics programs
 - research tools
 - e-mail and World Wide Web access
- As a member of the Burlington Day School (BDS) community you agree to follow school rules and commit to the school's virtues. These virtues include:
 - Responsibility
 - Honesty
 - Friendship
 - Loyalty
 - Courage
- As one aspect of upholding these virtues, you agree to support the needs of the school community, even if they may conflict with your own personal desires. You may read a detailed summary of your responsibilities under this Acceptable Use Agreement below.

Acceptable Use Responsibilities for BDS Community Members

I understand the following:

- This agreement covers any use of electronic or digital resources on the BDS campus or at BDS supervised events that occurs offsite, regardless of whether the equipment is owned by me, by BDS or by other parties.
- Access to the Internet or any form of electronic media while on school property, or at school supervised events that occur off campus, through the use of computers, electronic network, phones, cameras or any method of electronic distribution, regardless of owner, is prohibited until this Acceptable Use Agreement is signed and dated by me and my parent or recognized guardian and is returned to my homeroom teacher. My failure to submit this authorized form will not relieve me of responsibility for any class work assigned requiring the use of computers or other electronic media
- Any violation of the rules covered in this agreement can result in loss of my privileges to use computers or other electronic resources at BDS.

- If I knowingly enable others to violate these rules, I may lose my privileges to use computers or other electronic resources at BDS.
- If I violate any of these rules, I may be subject to disciplinary actions beyond the loss of access to BDS electronic or digital resources.

My Use of BDS Electronic and Digital Resources

- I will respect the work and privacy of others throughout the BDS Network (Network.)
- I will use software applications, e-mail accounts if assigned, and the Network space appropriately and only for school-related activities.
- I will only use electronic and digital resources on the school campus or at school supervised events for educational purposes as directed by my teacher.
- I will store my documents and files only in places that are assigned to me.
- I will not save or install files and/or software on equipment without the authorization of a teacher or the Network administrators.
- I will not use BDS electronic and digital resources for commercial activity, financial gain, or illegal activity, e.g. hacking.
- If allowed to use my personal laptop computer on the BDS campus, I will disable all forms of instant messaging and personal billboards while on the school campus, and all files and programs must meet the BDS guidelines for appropriateness.
- I will not reveal my personal address or telephone number or those of anyone else.
- I will not intentionally introduce a virus or other harmful code anywhere on the Network, and I will keep my personal laptop computer, if used within the BDS Network, free from viruses and other destructive materials through the routine use of up-to-date antivirus and spy ware protection.
- I will allow immediate, full access to my personal laptop computer or other electronic devices upon request by the Network administrator or BDS faculty member.
- I will not check or use personal or web-based e-mail at school without the permission of a teacher or technology staff member.
- With the permission of my teacher or a Network Administrator, I may use my personal e-mail to attach a file to send home or get an attached file that I uploaded from home.

Privacy

- I will not attempt to discover or use another user's login name or password, nor will I share my passwords unless requested by the Network Administrators. If I become aware of another individual's password, I will inform that person and a Network Administrator.
- I will not attempt to access the folders or files belonging to others.
- I will not assume any fictitious or anonymous identity in any activity that uses BDS technology resources or refers to Burlington Day School.

My Fair Use of Virtual Materials

- I will not copy or transfer any copyrighted material to or from any computer connected to the Network or to the Internet. This covers all copyrighted material including, text, images, video, music or other audio.
- I will properly cite World Wide Web materials that I transfer and use in my work.

Unacceptable Material and Activities

- I will not save or forward chain letters, joke collections, internet urban legends, and other materials that clutter and slow down the Network.
- I will not use BDS technology resources to store or to transfer software used primarily for hacking, eavesdropping, or network administration.

- I will not send extensive personal or political messages or represent BDS in any political arena.
- I will not access, download, store or print material, in any format, that would normally be considered by others as offensive, obscene, pornographic, abusive, or threatening.
- If I inadvertently access inappropriate material, I will immediately minimize the screen or turn off the monitor and notify my teacher or the Network Administrators.
- If I become aware of others using the BDS electronic and digital resources inappropriately, I will tell my teacher or the Network Administrator.

Guidelines for All Content Saved on the Network

- When I create content, I will be considerate and respect the privacy of others.
- I will identify myself as the author of all content.
- I will clearly indicate when the content was written.
- I will give credit to others for their ideas. I know that I can consult my teacher or the BDS library for information on how to correctly do this.

My Use of BDS Content or School Information on Non-BDS Websites

- Content posted about BDS anywhere on the World Wide Web should observe all aspects of the School's Acceptable Use Agreement.
- Official School files or documents are not to be posted on non-BDS sites.
- Individuals who post content on World Wide Web sites away from BDS should not present content as if it represents any official views of Burlington Day School.
- I understand that the official BDS website represents the School. No representation of BDS should be made on any website, newsgroup, bulletin board, through e-mail or through any other means without the permission of the School's administration.

Use of Student Owned Equipment

- I must receive permission from the Network Administrator or my teacher before using my personal electronic equipment.
- I may be allowed to connect to the BDS Network if the Network Administrators determine my system configuration is compatible with the BDS Network and if I maintain current antivirus and spy ware detection services.
- Any electronic equipment used on the school campus must be examined by the Network Administrator prior to use on the campus. I will allow full access to all content on any electronic equipment used on the school campus at the request of the Network Administrator or my teacher.
- I understand neither BDS nor its employees are responsible for my personal equipment used in the school. I will not hold BDS or any of its employees responsible for any damages that may occur to my personally owned equipment used on BDS property.

Families should be warned that a small amount of material accessible via the Internet might contain items that are illegal, controversial, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials that may not be considered to be of educational value in the context of the school setting.

Parents of users must understand that Burlington Day School cannot control the content of the information available on the Internet. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may encounter material that is not consistent with the educational goals of the system. We do not condone the use of such materials and take reasonable precautions to limit access to these materials by providing adult guidance and supervision, and by training students K-8 to use electronic media resources responsibly. Within reason, freedom of speech and access to information will be honored.

STUDENT APPLICATION FOR USE OF BDS COMPUTERS AND INTERNET ACCESS

(Please sign and return one copy to your homeroom teacher. Keep the second copy for your records.)

Student name (please print): _____

Grade _____ Homeroom teacher: _____

Student Agreement

I have read the entire Burlington Day School Electronic and Digital Media Acceptable Use Agreement. I have discussed its content with my parents, my teacher or the Network Administrators to make certain I understand all aspects of the agreement. I understand and will abide by the above rules for use of electronic and digital media on the Burlington Day School campus and at school supervised events. I further understand that any violation is unethical and may constitute a school or criminal offense. Any violation may result in the loss of access privileges, school disciplinary action and/or appropriate legal action.

Student Signature _____ **Date** _____

Parent or Guardian Agreement

I have read the above Rules and Regulations for the Burlington Day School Network and understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. I understand that any violation is unethical and may constitute a school or criminal offense. Any violation will result in the loss of access privileges, school disciplinary action and/or appropriate legal action. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. I accept full responsibility for my child's compliance with the above rules and, hereby, give my permission for my child to use the Burlington Day School Network.

This agreement will be in effect from the date of parent or guardian's signature and will remain in effect until the first day of the next school year, or as long as the student is active on the BDS roster, whichever comes first. This agreement may be cancelled by the parents when requested in writing to the Head of School at least three (3) school days in advance.

Parent or Guardian Name (Please print): _____

Parent or Guardian Signature: _____ **Date:** _____