

# ***MASON PREPARATORY SCHOOL***

## **Technology Code of Conduct Student Agreement**

A comprehensive computer network at MASON PREPARATORY SCHOOL provides a virtually unlimited supply of resources and information to the school community, but the system is a privilege that also places an enormous responsibility on all users. The Mason Preparatory School Technology Code of Conduct/Student Agreement (“Technology Code and Agreement”) is intended to clarify those responsibilities, expectations and prohibitions as they apply specifically to the library media center, the computer lab, all network and Internet usage, and to use of all technology equipment on the campus of MASON PREP or in communication with technology equipment at MASON PREP (collectively referred to as “technology,” “computer and networking resources,” “computer network” or “network”). This Code is also intended to reflect the agreements you, as a student with your family, make in exchange for and as a condition of your use of the computer network.

As a network user, you pledge to adhere to the same code of conduct that governs all other aspects of life within the bounds of our learning community.

By your acknowledgment and signature, you agree to follow this Technology Code and Agreement to the best of your ability and to ask questions of the School when you have any doubt. You also agree that any actions you perform or initiate through the network will reflect the integrity, honesty, and compliance with rules of conduct, as set forth in the Student and Family Handbook, to include care for school property.

Any violation of this Technology Code and Agreement will result in:

- loss of the use of technology equipment;
- detention, suspension and/or disciplinary probation, or expulsion;
- obligation to pay for repair.

Students have the responsibility to report any and all violations to a teacher or an administrator. (See **HONOR CODE.**)

Finally, while the computer network is the property of the School and authorized school personnel always have full access, policies protecting the privacy of any network information belonging to the school, a student, or an adult are built on the premise that an unlocked computer does not give an outsider legitimate access to an individual's files. (For example, an unlocked door or locker does not give an outsider legitimate access to the personal belongings contained within.)

You agree to abide by the following policies and rules to better assure the ethical and appropriate use of the network and all technology equipment at MASON PREPARATORY SCHOOL:

1. **Accessing or attempting to access the accounts, files, and passwords of others is prohibited.** This policy/rule applies to all users on the network and in the library media center. Taking advantage of a student or adult who improperly leaves a computer on without logging out is no different from stealing, reading a personal letter, or destroying someone else's property. Clearly, **no one** may "log on" or attempt to "log on" using anyone else's name, password, code, etc.
2. **Attempting to subvert network security, to destroy computer equipment, or to bypass restrictions set by the administration is prohibited.** Assisting others in violating these rules or assisting others by sharing information or passwords is also prohibited.
3. **Improper use or distribution of information is prohibited.** This includes copyright violations such as software piracy or the violation of a person's intellectual property rights. The work of others, including text, digital images, and other electronic media, may only be used with proper citation and/or permission. The network and all available technology are valid academic resources, and use thereof is governed by the same rules as library media center resources. It is the technology user's responsibility to use technology resources in conformance with U.S. copyright law and to cite sources according to the format required by the teacher.
4. **Using the network for the following purposes is prohibited: any illegal activities; commercial or for-profit ventures; using or sending text-encoded files that could be harmful; sending or receiving material that is pornographic, dangerous, or threatening; using information that is not age- or grade-appropriate; and/or the improper use or distribution of information. Illegal downloading of copyrighted music, books, images, comics, and videos is also prohibited.**

MASON PREPARATORY SCHOOL's computer and networking resources are available primarily for instructional use. Students, teachers, faculty, staff, and parents using school technology are responsible for conserving electronic resources (Internet bandwidth and server space) through conscientious usage and storage practices for educational purposes.

Your computer use at school for specific academic purposes first should be approved, then supervised by teachers, media specialists, or technology supervisors. Games are prohibited during the academic day unless approved and used under such supervision for academic purposes. Students must always assure they have approval and supervision for the use of personal e-mail accounts and posting information to the Internet.

5. **Students accessing the network and Internet are representatives of MASON PREPARATORY SCHOOL and are expected to behave accordingly.** . Students are to use e-mail and other means of communication responsibly (e.g., blogs, wikis, chat, instant messaging, discussion boards, etc.) Students using any of these means of communication are expected to communicate as they would in a classroom. Speech that is inappropriate for a class is inappropriate for any posting online. Online postings, including those on social networking web sites, should not reflect negatively on fellow students, teachers, or on Mason Preparatory School. Students are held responsible for how they represent themselves and the school on the Internet. Behavior inappropriate in school is inappropriate behavior via technology and is prohibited. While this policy deals with the school's network, it should always be kept in mind that the school expects that students will not engage in any outside activity that adversely or negatively reflects on the school, to include but not limited to Internet activity.  
  
If you are not sure of what constitutes appropriate behavior, you are expected to ask the Director of Technology or the administration for clarification **before** acting.
6. **MASON PREPARATORY SCHOOL'S network resources and all technology equipment are property of MASON PREPARATORY SCHOOL and may not be removed from the premises without direct, written permission from the administration or the Director of Technology or the media specialist.** Students have the responsibility to report any and all violations to a teacher or an administrator. (See HONOR CODE.)
7. **MASON PREPARATORY SCHOOL students are not to post private personal information about themselves or other students online nor are they to agree to meet with someone they have met online without approval of parents or guardians.**

## **DEFINITIONS OF TERMS**

**Attachments** - Any file that is sent with electronic mail.

**Blog** – short for “Web log”, an online journal primarily consisting of personal thoughts and links to other Web postings. Blogs frequently allow others to view and respond to blog posts.

**Copyrighted Software** - Software that has been purchased and contains a copyright. Usually referring to one purchased application per computer or restricted by the number of licenses purchased.

**e-mail** - Messages created, sent, or received by computers.

**FTP** - (File Transfer Protocol) - Files that are transferred between any computers.

**Instant Messaging** – real-time communication between two or more users over the Internet.

**Internet** - A collection of public, worldwide networks including universities, schools, private and public organizations, and other networks.

**List (Listserv)** - Discussion groups with a common topic. Messages sent to Listservs are e-mailed to the recipients.

**Network** - A collection of individually controlled computers, printers, modems, and other electronic devices that are interconnected so that they can all communicate with each other.

**News Groups** - Discussion groups with a common topic. Messages are stored on a computer for members to browse and to add comments, unlike listservs that are sent by e-mail.

**Social Networking Web Sites** – web-based communities of people who share interests and activities. Social networking sites allow users to create profiles for themselves and to link their profiles to those of friends or other contacts.

**Telnet** - A protocol which allows a user to log-on to remote computers.

**Text-encoded Files** - Computer code added to word-processing documents, files, or applications. Commonly referred to as viruses, these codes usually are attached to files for the purpose of altering files and computer hardware setups.

**Wiki** – a web site which allows multiple users to collaboratively add and edit content using their web browsing software.

Sign and return this page only

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Student Agreement  
2008-2009**

**ACKNOWLEDGMENT**

My child and I have received the MASON PREPARATORY SCHOOL Technology Code of Conduct/Student Agreement and reviewed it together. We understand and agree to abide by it. We understand that my child's use of the network and other technology will be subject to these conditions and that my child and I will be held financially responsible for any damage caused by my child to any equipment. We understand that failure to follow the Technology Code and Agreement will result in disciplinary action up to and including dismissal and/or loss of privileges.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_