

# Carolina Day School

## Student Policy for the Ethical Use of Technology

Carolina Day School (CDS) is a respectful school that seeks to create and maintain a safe and respectful environment for all members of our school community. This respect extends to the use of technology.

CDS provides multiple opportunities for students to use technology, access the Internet, and work online for research purposes. Our primary goal is to support the educational and instructional endeavors of our students and employees. In this regard, we seek to facilitate and inspire student learning and creativity while preparing our students to be responsible, educated, global citizens. We recognize that information from electronic sources greatly enhances the educational environment by engaging students in exploring real-world issues, offering opportunities for collaboration, and giving students the tools for authentic problem solving. At the same time, today's technology opens unlimited information and resources, providing many challenges for parents and educators.

Carolina Day has taken measures to restrict access to inappropriate/controversial information; however, we cannot control all the information available on the global network. We provide access to resources via the Internet with the understanding that students will seek to locate and use information that is appropriate for their various curricula. Everyone who uses CDS technology is expected to act responsibly. Students may gain access to the School's technology and use the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing the written permission of parents.

**Carolina Day School is not responsible for Internet use and the actions of non-students or non-employees or the quality and content of information available through the Internet. Use of any information obtained via the Internet is at the user's risk.**

Students should be aware that the inappropriate use/misuse of electronic information resources can be a violation of school rules and of local, state and federal laws. Students can be prosecuted for violating those laws.

The following **guidelines for appropriate behavior** must be followed by CDS students using the network or Internet:

**Respectful Behavior** – Never send, or encourage others to send abusive messages to another student, member of our school community, or other person—either on- or off-campus. This applies to any messages or images you write or send electronically through e-mail, instant messaging, texting, personal websites, social networking sites, live journals, chatrooms, and other forms of electronic communication. CDS takes this position because harassing, hurtful, or threatening messages can seriously damage individuals and can undermine our community and its safety.

**Appropriate Language** – You are a representative of your school. In that regard, know that CDS does not tolerate speech or actions that are disrespectful, harassing, or obscene. Never use technology to swear or for any other inappropriate language. Do not use technology to denigrate another person on the basis of race, sex, gender, religion, cultural heritage, appearance, or sexual orientation. The use of CDS electronic resources by students for cyber-bullying (i.e., inappropriate teasing and threatening and using disparaging or belittling characterizations) will absolutely not be tolerated and subjects the user to disciplinary action. CDS can and may review any messages that are sent through our network system. CDS does not monitor students' Internet or web-based communications off campus. However, when infractions of this nature are brought to our attention, CDS will contact parents, and consequences will be enforced.

**Representation** – Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.

**Privacy** – Remember that information is a form of property (like a book that you own) and electronic mail is personal (like a letter you write). Using another person's password is stealing, just as much as taking money from another's wallet. Electronic mail should not be read without permission any more than a personal letter should be. In addition, you should not reveal online your

“Bullying, social intimidation, and denigrating comments are unacceptable in the CDS community. If it is brought to our attention that a student has been abused or harassed by another CDS student—whether in person or through the use of electronic technology (and via our network or outside it)—CDS will address that behavior with the involved students and their parents and apply appropriate consequences, which can include suspension or dismissal.”

personal information (name, home address, phone numbers, etc.) or similar information of family, friends, or other school community members. You may only use accounts, files, software, and computer resources that are assigned to you under your password. You must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside Carolina Day School. Using the Internet to obtain material that is meant only for adults is not allowed.

**Use of the School Network, the Internet, Technology Equipment and Software** – Misuse of the Carolina Day School Network is defined as any intentional or malicious attempt to physically deface, disable or destroy computers, related equipment, or network hardware; to change, harm, or destroy data of another user or of any other agencies or networks that are connected to the system; to gain access or attempt to gain access to unauthorized systems; to send out a hoax or computer virus; or to access inappropriate materials from school computers.

Remember that you are expected to take care of all technology equipment so that others can use it. Do not misuse or destroy computers, keyboards, projectors, or the mouse. Do not change settings or hide information that will cause problems for other users. No software may be reproduced and no illegal copies of software are to be used at CDS. The use of “cracks” or methods to bypass security features is prohibited, and such use subjects the user to disciplinary action.

If you copy material from an Internet source, you must give credit to the author or source. Copying or downloading articles or research papers found on the Internet (in part or in their entirety) and using them as your own or copying ideas found on the Internet and not giving property attribution, is a form of plagiarism. **Plagiarism is a violation of the CDS Honor Code.** (Honor Code information is available in CDS Student Handbooks.)

Plagiarism or the misuse of equipment, software, the school’s Network, or the Internet will result in disciplinary action, up to and including dismissal or possible legal action.

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**Student Agreement:**

I have read and understand Carolina Day’s Student Policy for the Ethical Use of Technology and I will follow the guidelines/rules as stated. I understand that violation will result in disciplinary action by the School up to and including dismissal.

Signed: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Agreement:**

I have read and understand Carolina Day’s Student Policy for the Ethical Use of Technology and support the policy in letter and spirit. I/We understand that a violation of this policy will likely result in disciplinary action by the School up to and including dismissal.

Signed: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_