

EAB Acceptable Use Policy

In accepting this agreement, students acknowledge the following rules and conditions:

Purpose:

The purpose of this Technology Use Policy is to ensure that students, staff and faculty use EAB technology resources in a responsible, ethical, and legal manner.

Scope:

This policy applies to all users of EAB's technology resources, including but not limited to computers, tablets, internet access, email accounts, software and data.

Reasonable Use of Technology at EAB:

I understand that:

- Whether using a resource provided by EAB or my technology at EAB, I must follow the guidelines set out by this AUP. I will use them productively and responsibly for school-related purposes.
- I will not allow others to use my accounts or passwords or try to use those of others.
- I am responsible for keeping my personal login information safe and should report any suspected violation of my account as soon as possible.
- I will be polite and use appropriate language in my email messages, online postings, and digital communications with others.
- I am an ambassador for EAB in all my online activities. I will always treat others with respect, and what I post or publish should never reflect negatively on my fellow students, teachers, or the school.
- I will not send or post hate or harassing mail, make discriminatory or derogatory remarks about others, engage in cyberbullying, or other antisocial behaviors.
- I will not use any technology resource in such a way that would disrupt the activities of other users.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
- I will follow all guidelines EAB and/or my teachers set forth when publishing schoolwork online (e.g., to a website, blog, wiki, discussion board, podcasting, or video server).
- I will not attempt to bypass security settings or Internet filters or interfere with the network's operation by installing illegal software, shareware, or freeware.
- I will not intentionally visit sites or send or receive any material that is illegal, obscene, defamatory, or intended to annoy or intimidate another person.
- I am responsible for reporting any accidental access to inappropriate materials to a faculty member or administrator.
- EAB employs filtering software and/or equivalent systems to minimize the risk of exposure to inappropriate material.

- EAB reserves the right to monitor all user activity, school-related or private, on our school network and the services we provide or utilize for school purposes.
- EAB administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

For my devices, I understand that:

- Use of these devices inside the classrooms, labs, and iCommons is subject to the approval of the teacher, assistant, or administrator supervising the area.
- I am responsible for the safekeeping and storage of all my devices on campus. I will bring a lock for my locker and come to school every day with the device fully charged.
- If my device is broken or stolen, I will report it immediately to the school and bring a note from my parents stating the time until a repair or replacement will be made. In these cases, the school has a very limited supply of laptops to loan out for the school day. The safekeeping of a laptop loaned out by EAB is the responsibility of the student. The laptop must be returned by 3:20 p.m. the same day and may not be taken home unless arrangements for longer-term use have been made. Failure to follow these guidelines is a disciplinary matter and will be reported to the Upper School Dean of Students or High School Principal by the Technology Department.
- I will only download approved software for school-related activities and keep my parents informed of what changes I make to the device.
- Virus and malware protection software should be used and updated regularly.

Consequences for violation of this agreement:

I understand and will abide by the above Acceptable Use Policy. Should I commit a violation, I understand that the consequences of my actions may result in disciplinary action, including written warnings, withdrawal of access privileges, Behavior Agreements, Probation, and, in extreme cases, suspension or expulsion. The school also reserves the right to report illegal activities to the appropriate authorities.

Student Name: _____ Grade: _____

Student's Signature: _____ Date: ____ / ____ / ____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet and other approved technology resources at EAB. I understand that Internet access at EAB is intended for educational purposes and that children's computer activities at home should also be supervised as they can affect the academic environment at school. I also understand that every reasonable precaution has been taken by the school to provide for online safety. Still, the school cannot be held responsible if pupils access unsuitable websites or content.

Parent/Guardian Name: _____

Signature: _____ Date: ____ / ____ / ____