Carrollwood Day School

Responsible Use Policy

Carrollwood Day School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for college, work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

When using technology, faculty and students are expected to comply with the general rules of behavior established by Carrollwood Day School in accordance with the Code of Conduct.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using computing devices on the school campus.

Technology resources at Carrollwood Day School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing computing devices is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Carrollwood Day School Handbook. It is understood that members of the Carrollwood Day School community will use all types of computing devices on the School's network in a responsible, ethical, and legal manner at all times.

The Responsible Use Policy, that every faculty member and student is required to adhere to, applies not only to Carrollwood Day School devices, but also privately-owned devices while on Carrollwood Day School campus.

Any electronic device brought on campus should be used only for educational purposes at the specific direction of a faculty member. With probable cause, we reserve the right to confiscate and search any electronic device brought on campus by a faculty member or student.

CDS will not assume any responsibility for electronic devices brought on campus. Any device brought on campus is at risk of being stolen, damaged, and corrupted, etc. By bringing your device on campus you agree to not hold Carrollwood Day School or Carrollwood Day School staff, student and/or community member responsible for any mishap, accidental or otherwise, to the device.

Any device brought on campus is to be used strictly for school purposes and at the direction of faculty. Unless directed by faculty as part of an educational curriculum appropriate activity, students are not permitted to play games, listen to music, play movies, or perform other non-education activities on or with their device while on campus. Removable media containing games, music, or movies, etc. should be kept at home. Except where specifically stipulated in the Responsible Use Policy, CDS does not govern what programs or files are loaded on the device or how the device is used when off campus.

Carrollwood Day School may provide users with devices to promote learning outside of the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to faculty, administration or IT staff immediately. Users will be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Wireless Network
Your device must be able to access the CDS public/guest network through our wireless infrastructure. Wireless access through private subscriptions, such as 3G/4G service, is not allowed and should be turned off while on the device is on campus. Carrollwood Day School makes no guarantee that the school wireless network will have 100% uptime. All network activity and use over the wireless network may be monitored and retained. Access to online content and services via the network may be restricted in accordance with our policies and federal regulations.
The CDS wireless network provides filtered Internet access. Users should be aware that, although filtered the potential exists, as it does with all Internet use, for users to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each user's responsibility to adhere to the school-wide Responsible Use Policy and the general usage rules set forth in this document.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow school protocol to alert an IT staff member or submit the site for review via the CDS Help Desk.

Email
Carrollwood Day School may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or un-trusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Personal Safety
Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone in real life that they meet online. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Using your Device at School
All computing devices are intended for use at school each day. In addition to faculty expectations for device use, school messages, announcements, planners, calendars and schedules may be accessed using the devices. Students are responsible to bring their devices, fully charged, to all classes, unless specifically instructed not to do so by faculty.

Devices left at Home
If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. Loaner devices will not be available to students who forgot to bring their device to school or failed to charge their device.

Device Games and Sound
Sound must be muted at all times unless permission is obtained from faculty for instructional purposes. Ear buds will be the responsibility of the student; each student should have their own ear buds. Non-educational games are not allowed to be accessed on devices during school hours or while on campus.

Managing and Saving Data
It is the faculty and student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, faculty and students should back up all work. Users can choose the backup method that works best for them, which may include an external hard drive or an online cloud backup system. The CDS IT Department is not responsible for the loss of any data resulting from necessary computer maintenance, repairs or re-imaging.

Cloud Storage
Google Drive, Schoology, Dropbox and iCloud are recommended. Please only access school-related material saved to such devices while on campus.

Charging Your Device's Battery
Devices must be brought to school each day in a fully charged condition. Faculty and Students need to charge their device each evening.

Social Networking / Collaborative Content
Recognizing the benefits that collaboration brings to education, Carrollwood Day School may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Cyber Bullying
Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber bullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your Internet activities are monitored and retained while on campus.

Parent/Guardian Responsibilities
Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Termination / Graduation / Withdraw
When a student graduates, withdraws or leaves CDS for any other reason, all software licensed to CDS should be removed from their computer. When a faculty member is terminated from CDS for any reason, all software licensed to CDS should be removed from their computer.

Legal Propriety
Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Carrollwood Day School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to the Carrollwood Day School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

Any user who suspects or has knowledge of copyright or intellectual property law violations must immediately report this activity to the CDS Administration, Faculty or IT Department. Failure to report such activity will be considered a violation of the CDS Responsible Use Policy.

Acceptable Use
The use of the Carrollwood Day School technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by faculty and/or students to people or groups outside the school, and terminates when a student is no longer enrolled in the school or a faculty member is no longer employed.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students and termination for faculty and staff. When applicable, law enforcement agencies may be involved.

Copyright
All users are expected to comply with all intellectual property laws including copyright law. Users may not copy, distribute, display, or disclose third party proprietary software without prior authorization from the licenser. Proprietary software may not be installed on systems not properly licensed for its use. CDS does not condone or authorize the copying or possession of illegal software. CDS students and employees are prohibited from copying software illegally and possessing illegal copies of software, whether for course-related, job-related, or private use. Any violations of this policy are the personal responsibility of the user. CDS assumes no liability for such acts. Any user who suspects or has knowledge of copyright or intellectual property law violations must immediately report this activity to the CDS Administration, Faculty or IT Department. Failure to report such activity will be considered a violation of the CDS Responsible Use Policy.

Network User Responsibilities are to:

- Use devices in a responsible and ethical manner.

- Obey general school rules concerning behavior and communication that apply to device use.

- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Carrollwood Day School designated Internet System is at your own risk. Carrollwood Day School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Help Carrollwood Day School protect our computer system/device by contacting an administrator about any security problems they may encounter.

- Monitor all activity on their account(s).

Faculty and Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.

- Any action that violates existing Carrollwood Day School policy or public law.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Use of websites selling term papers, book reports and other forms of student work.

- Use of non-educational games while on campus. Only educational games, which in no way contradict our mission as an IB character school may be used without permission of a teacher.

- "Jailbreaking" of your device. Jailbreaking any device results in a less secure device and is strictly prohibited.

- Spamming and/or Sending mass or inappropriate emails.

- Gaining access to other faculty or student's accounts, files, and/or data.

- Use of the Carrollwood Day School internet/E-mail accounts for financial or commercial gain or for any illegal activity.

- Use of anonymous and/or false communications and/or Social Networks. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

- Bypassing the Carrollwood Day School web filter through a web proxy.