



RESPONSIBLE USE AGREEMENT
For Lower School
From the Appendix of the 2017-18 St. George's Family Handbook

I understand that, as a member of the St. George's Independent School (the "school") community, I must ensure that my conduct conforms to the ideals of honesty, respect, and a sense of responsibility. I will do no harm to others and will act knowing that my actions are held to the highest standards of thought, word, and deed. In particular, regarding the use of technology, while I am at school and when I am not at school, whether using the school's equipment or network or my own equipment or any other computer or electronic equipment or network, whether during the school day or at night, on vacation or at any other time while I am enrolled as a student at the school, I will adhere to this Responsible Use Agreement (the "Agreement").

The school Network is a valuable resource with many functions. As a student of the school, I have the privilege to access and use many of these resources. At times, I may be the only person supervising my school Network activities. Thus, this privilege comes with a serious responsibility to protect the network's integrity and to safeguard the well-being of other users. In all use, my words and actions are governed by the school's Family Handbook (the "Handbook") and by the best interests of the school.

This Agreement provides an overview of the privileges and responsibilities of a school Network user. My signature indicates my understanding and agreement to abide by the policy in the Handbook and this Agreement. If at any point my words or actions are in conflict with any part of this Agreement, I understand that the school may restrict or revoke my technology privileges, along with possibly imposing disciplinary consequences, up to and including expulsion.

Privileges and Responsibilities

- I understand that I may not portray myself, the school, or anyone associated with the school in a manner that is in conflict with the school's policies and practices with respect to honesty, integrity, and general standards for community behavior.
- For security reasons, I understand that I should exercise care in portraying the school in any manner in any public forum.
- I will adhere to the school's policies related to bullying as stated in the Handbook. I understand that bullying, harassment, hazing and discrimination of any kind are in conflict with the school's principles.
- I will adhere to the school's policy for personal safety using technology as stated in the Handbook, and will not engage or initiate or exchange any offensive materials with any other person through the use of any technology resources.
- I will not give out or put online personal information that compromises my own well-being, the well-being of others, or the security of the school community.

The school Network allows me to use Internet resources. The Internet is an information repository, allows for communication, and serves as a place for learning. Among other functions, I can conduct

research for academic projects. While the school works to ensure that Internet resources are developmentally appropriate for its students, as a school Network user, I share in this responsibility:

- I understand that I may not access inappropriate websites, content, or materials using the school Network. I will notify my teacher of any information found online that is inappropriate or makes me, or another person, feel nervous or uncomfortable (*e.g.*, inappropriate or embarrassing photos, slander, or abusive comments).
- I will not download or copy commercial software in violation of copyright laws.
- I will not send or receive copyrighted material without the permission of the copyright holder. I will check with a Technology Department staff member if I am uncertain about the copyright status of online material.
- I will not attempt to gain unauthorized access to network resources or disrupt the network, including by unplugging or tampering with computers, printers, or other hardware resources.

The school allows me to have a user account. My user account allows me to share files and have access to many functions of the School Network. I understand that I am solely responsible for my account and that I must abide by the following rules:

- I will not reveal my password to others, with the exception of my parents/guardians and teachers.
- When I obtain an email account through the school, I will check my email account regularly and respond promptly.
- I understand that I may not send spam, chain mail, or bulk mail from my email account or seek to sell or solicit.
- I will log off when I complete my work or when I leave a computer.
- I will not access or use the accounts or files of others.
- I will not participate in illegal file-sharing programs.
- I understand that no software (even public domain and shareware) may be installed or used on a school computer without the permission of a Technology Department staff member.
- I may not use the School Network for financial gain or any commercial activity.
- I understand that the school may review my account, including any emails or other files I send or receive, at any time.
- I understand that all files stored on the school computers and iPads or the library may be erased at the end of each term.

I understand that as a student at the school, I am allowed through the School Network to use email at home and elsewhere. Email communication is a form of social interaction. As such, I am responsible for what I have written, and I must abide by the Handbook, including but not limited to this Agreement. My responsibility extends beyond communications on the School Network and during school hours, especially when my words and actions impact my learning or the learning of others.

Personal Laptops and Other Technology Devices

If I bring a personal laptop or other network-accessing device to school, I understand that the Handbook and this Agreement also govern my use of such personal device.

I respectfully pledge that I will follow these rules for responsible use of technological resources, at school and outside of school. I understand that breaking these rules may be disruptive to the educational process and may be considered a major disciplinary offense. Violations of this policy may invoke consequences commensurate to the offense, up to and including suspension and expulsion. This Agreement does not intend to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between the school and any parent, guardian or student affiliated with or attending the school. The school may, in its sole discretion and without notice, interpret, add, revise and/or delete school policies and procedures at any time, before, during and after the school year.

Signature of Student: _____ Date: _____

Print Full Name of Student: _____

I have read and agree, on behalf of my child and myself/ourselves, to all rules regarding acceptable usage of technology enumerated above. I have discussed this with my child to make him/her aware of the dangers of the internet and the harm that can come from misuse of the internet or other technology resources. I understand and agree that the use of the School's Network, technology resources and internet, as well as my child's own personal computing devices (computer, cell phone, etc.), can cause harm to the school community even when such use occurs outside of school hours. In order to cooperate in the school's efforts to educate students as to appropriate behavior, I agree to monitor my child's use of the internet and to prevent my child from engaging in cyber-bullying or harassment.

Signature of Parent/Guardian #1: _____

Date: _____

Print Full Name of Parent/Guardian #1: _____

Signature of Parent/Guardian #2: _____

Date: _____

Print Full Name of Parent/Guardian #2: _____