

The Lovett School Technology Code of Conduct

Technology resources at Lovett are provided for the purpose of supporting the educational mission of the school. Lovett's goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in school handbooks. It is understood that members of the Lovett community will use all types of computing devices and the school network in a responsible, ethical, and legal manner at all times.

Technology Use Agreement Grades 9 - 12

I understand that I have the right to responsibly use the Lovett internal network and its connection to the Internet, using any electronic devices, personal or school-owned, without express approval. Responsible use is defined by the following guidelines. Should problems or questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an appropriate faculty or staff member. I understand that I may be subject to disciplinary action if I do not abide by these guidelines.

1. **Electronic Communications and Network Etiquette** – While on campus, a Lovett student is expected to abide by the technology guidelines set forth by the school. Accordingly, while on school premises, any viewing or dissemination of material containing inappropriate content, offensive language or derogatory rumors/gossip is strictly prohibited, except as expressly authorized in connection with approved curricula and course materials. A Lovett student may not engage in any activity while on campus, whether utilizing the Lovett Network or other means of electronic communication, which would pose a risk of physical harm to persons or property. These technology guidelines shall also apply when a student is not on school premises if that student is utilizing the Lovett network or if, in non-Lovett network electronic communication, a student represents an association with The Lovett School in an official or quasi-official capacity. For example, if a student utilizes his/her Lovett email address on a networking site which requires association with a school, the contents of that student's communications on such site will be subject to these guidelines. While it is important that a student realize he is always a representative of The Lovett School, The Lovett School acknowledges that electronic communications and internet conduct in other situations are the responsibility of the student and his parents/guardians and that this policy does not purport to cover non-campus, non-Lovett network communications where there is no connection in the communication to Lovett other than the fact that one or more of the parties to such communication may be a student of The Lovett School.

Students should note that all non-campus, non-Lovett network communications with faculty and similar personnel associated with The Lovett School are subject to these policies. For example, the tone and content of communications which may be appropriate in communications by students with their peers may be inappropriate in communications with faculty and other adults.

Regardless of whether their electronic communications are subject to these guidelines, Lovett encourages students to consider whether their electronic communications, or the contents thereof, may be regarded as offensive, hurtful, or otherwise inappropriate by other students, faculty, or persons associated with or not associated with The Lovett School. Students should be mindful of the permanence of many forms of electronic communication.

Finally, students should be aware that there may be serious legal and/or other consequences to electronic communications which are not otherwise regulated by Lovett.

2. **Misuse** - I will take care to use equipment appropriately and avoid treating it in a manner that will cause unnecessary wear and tear. I agree to help conserve valuable resources, including (but not limited to) printer paper and toner, server disk space, and network bandwidth. As part of my conservation, I will monitor my printing, file storage, and data transfer activities. I agree to maintain a clean and consistent computer environment. Cluttering the desktop, changing system preference settings and leaving applications running will diminish the usability of the computer for those who follow me.
3. **Privacy** - I will protect the privacy of others and myself by not revealing passwords, addresses, or other personal information on the Internet without seeking the guidance of a parent or faculty member.
4. **Trespassing** - I will not attempt to access the Lovett network or any data on the network without authorization. This includes, but is not limited to, accessing the network using an account other than my own, including email accounts. Doing so will be considered an infraction of the Lovett Honor Code.
5. **Copyright** - I understand that certain materials may not be copied or reproduced without the permission of the author and that, except that is otherwise authorized by the faculty or administration of The Lovett School, it is the student's responsibility to ascertain whether the use of such materials without permission is covered by lapse of applicable copyrights, the fair use doctrine, or other exceptions.

6. **Documentation and Attribution** - I agree to document and properly cite all information and media acquired through the Internet or other information technologies.

Possible consequences for violating any portion of this agreement include, but are not limited to, an appearance before the Honor Council, disabling of network account, detention, suspension, or expulsion.

Student:

I have read the Technology Code of Conduct and the Technology Use Agreement and agree to follow these rules and guidelines when using technology. I will engage in no activity at anytime that is in violation of this Technology Use Agreement. All policies related to behavioral conduct expressed in the Parent/Student Handbook also apply to the use of the computer network, email, and the Internet.

I understand that an individual search of my data and activity records will be conducted if there is reasonable suspicion that I have violated this policy or the law. (Student email is automatically deleted after 90 days and data on the student server is erased at the end of each school year.)

Student Name _____ **Year of Graduation** _____

Student Signature _____ **Date** _____

Parent or Guardian:

I hereby release The Lovett School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Lovett computer network; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at Lovett.

I understand that it is impossible for Lovett to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I accept full responsibility if and when my child's use of information technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school if using the Lovett network or Lovett network access to the internet.

Parental Permission to allow their child access to The Lovett School Computer Network

I have read and understand the information contained in this agreement and agree to abide by all rules set forth in this agreement.

Parent Name _____ **Email Address** _____ **Phone** _____

Address _____

Parent Signature _____ **Date** _____