**The Pen Ryn School**

**Responsible Use Policy for Technology**

**Introduction**

The Pen Ryn School uses its network, Internet connections, computers and other technologies to support learning. The school will educate all students about the appropriate use of technology in school. Users are expected to follow all school rules when using the computers before, during, and after regular school hours. Computer use at school is a privilege which can be suspended or revoked if users do not follow the school rules and the special guidelines listed below.

**Responsible Use Policy**

As a responsible user of our school technology, each student should:

* use technology for education, research, collaboration and communication, consistent with The Pen Ryn School policies.
* respect school property and use care in working with computers, laptops, tablets, printers, etc.
* use printers, only with permission from your teacher, for academic purposes only.
* do not download, install, upgrade, or change software , preferences, or settings on any computers, laptops, tablets, etc.
* notify a teacher when a piece of technology or software is not working properly.
* use their Pen Ryn Google account for academic purposes only.
* use only their account and never attempt to logon as anyone else.
* prevent other people from using their account by not sharing their password and by periodically changing passwords and using passwords which are not easily guessed.
* access the Internet only when they have the specific **permission** and **presence** of a faculty member. No student may access the Internet without faculty supervision.
* be alert for viruses, malware, and other destructive programs that could harm or destroy data or harm computers.
* be respectful of other people’s work and obey copyright laws.
* protect themselves and others - never post personal contact information including last names, addresses or telephone numbers without the permission of a faculty member.
* be polite – avoid profane, obscene, abusive, discriminatory or other offensive language in communications.
* be truthful - never post or communicate false information about a person or organization.
* be kind - never participate in harassing or hurtful activities via communications technologies such as instant messaging, text messaging, social network sites or e-mail.

**Security/Safety**

The Pen Ryn School filters all Internet traffic for the purpose of safeguarding staff and students from harmful content. The Pen Ryn School also provides supervision and education related to appropriate online behavior and use of technology. However, despite the best efforts of the school, inappropriate materials could be encountered during students’ educational research. If such inappropriate material is inadvertently encountered, students should report it to their teacher and then immediately turn off their monitor or close their laptop or tablet.

The school does not tolerate online harassment of individuals including that based on age, color, creed, disability, gender, nationality, religion, or sexual orientation. Sexual harassment, such as derogatory remarks of a sexual nature or jokes with sexual content online, is also prohibited, as are threats of harm of any kind against individuals or the school.

 **GAFE (Google Apps for Education)**

The Pen Ryn School is implementing Google Apps for Education (GAFE). Google Apps is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered working “in the cloud." The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device. Google Apps for Education (GAFE) is a special setup of the popular Google Apps, tailored specifically for educational institutions. For example, accounts are managed by the school (and not by Google) and all advertisements are turned off.

This service is available through an agreement with Google and The Pen Ryn School. GAFE runs on an Internet domain purchased and owned by the school and is intended for educational use. Each student will be issued a penryn.org email address which will serve as their login to GAFE. The Google agreement with The Pen Ryn School provides access to Google applications and storage. While Google hosts these services off-site, The Pen Ryn School maintains the ability to manage users, groups and settings, much like other locally hosted systems. Students have no expectation of privacy in their use as school administrators have the right and ability to monitor user accounts for policy and security enforcement. This means that The Pen Ryn School can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

**Consequences**

The consequences for not following these guidelines depend on the nature of the offense and may include loss of technology privileges, parental contact and possible suspension or expulsion. We will approach each situation individually and reserve the right to respond as fits the circumstances.

I have read, understand and agree to follow the guidelines above.

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s/Guardian’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_