Media-Providence Friends School
Acceptable Use Policy

MPFS provides a variety of technology resources to its students for the purpose of developing important academic and technology skills, as well as to facilitate communication among teachers and students, and the tracking and completion of assignments. These resources include, but are not limited to, all computers, iPads, SmartBoards, software, Internet resources, email, network access, and school accounts, such as for Google Classroom and Typing Club, that allow access to web applications or other Internet resources. The use of all technology resources is considered a privilege, not a right.

MPFS provides technology resources for the sole purpose of supporting teaching and learning for the school community. All technology resources provided by MPFS for student use are the property of MPFS and student use of MPFS technology is at the sole discretion of MPFS. In addition to the policy described here, all standards of behavior described in this handbook apply to the use of technology resources.

This policy defines acceptable and unacceptable use of MPFS technology resources and governs student conduct while using them, **on campus and off campus**. Students represent MPFS at all times, including after school hours, nights, vacations, and weekends. Any inappropriate behavior that bullies, harasses, or otherwise harms a fellow member of the School community, violates the trust of the community, or affects the educational environment of the School will subject the violator to discipline by the School.

Acceptable Uses
- ✓ Using technology resources for the sole purpose of engaging in school related learning activities and assignments, whether that work is done on campus or off campus.
- ✓ Communicating using technology resources with integrity and in polite and respectful ways and using appropriate language and etiquette.
- ✓ Using technology resources with the permission and direction of school faculty.

Unacceptable Uses
- Using technology resources on campus, unless given expressed permission by a faculty or staff member, before, during, or after school, or during school-related events. These times include, but are not limited to: on campus prior to 8:20; during Meeting for Worship, lunch, or recess; after 3:00 dismissal but before leaving campus by bus or parent pick-up; sports games; play rehearsal.
- Playing unauthorized, non-educational games;
- Viewing, revising, or deleting other student or faculty electronic files;
- Using profane, obscene, inflammatory, or disrespectful language;
- Accessing, viewing, printing, and/or storing mean-spirited, racist, pornographic, or other inappropriate materials;
- Bullying, making personal attacks, or harassing;
- Making commercial transactions: buying/trading/selling anything;
- Downloading/loading files or applications without authorization;
- Moving, modifying, or reconfiguring technology resources without permission of faculty;
- Copying or plagiarizing the work of others;
- Accessing technology resources, accounts, and/or data for which you are not authorized;
- Accessing internal or external e-mail accounts, chat rooms, or messaging during the school day without permission of faculty;
- Misrepresenting or impersonating other users;
- Creating fictitious usernames or accounts;
- Accessing Facebook, YouTube, Instagram, Snapchat, or any social networking or media websites without permission of faculty;

- Taking photos, video, or voice recordings without permission of faculty and the consent of those being photographed/recorded;
- Posting photos, video, or voice recordings to websites including, but not limited to YouTube, Facebook, Twitter, Instagram, etc. without permission of faculty and the consent of those being photographed/recorded;
- Engaging in any other activity using technology resources located **on or off campus** that, in the determination of MPFS, harms a fellow member of our School community, violates the trust of the community, or affects the School's educational environment.

Safety
- Do not disclose personal information about yourself or the school community including user names, passwords, full names, addresses, ages, birthdates, social security or phone numbers.
- Report to a faculty member immediately any inappropriate contact, personal attacks, harassment, or the use of profane, obscene, inflammatory, or disrespectful language, or mean-spirited, racist, pornographic, or other inappropriate materials or images received by, viewed on, or sent via MPFS technology resources or sent by members of the School community using non-MPFS technology resources.
- Report the loss of or damage to any technology resource to a faculty member immediately.

It is impossible to control all materials on a mobile, global network. Ultimately, school staff, parents, guardians, and other caregivers of minors are responsible for setting and conveying the standards that students must follow when using technology resources and information sources. Our faculty offer students guidance and instruction in the use of technology resources and, as much as possible, point students toward resources that have been evaluated in advance. We expect students to exercise integrity, self-control, restraint, and good judgment when accessing and using these resources.

---------------- *Please sign and return by the first day of school, September 7, 2016)* -----------

As a user of MPFS technology resources, I understand and agree to abide by the Policy. Should I fail to follow the Policy, I understand that I may lose the privilege of using the MPFS technology resources and may face additional school disciplinary action.

Student Signature:_____
(must be signed by students in fifth grade and above)

Print Name:_____

I acknowledge that I have read and understand the MPFS Acceptable Use Policy and have discussed these rules with my child to ensure that he/she understands them. I further acknowledge that if my child fails to follow the Policy, he or she may lose the privilege of using the MPFS technology resources and may face school disciplinary action.

I further acknowledge that I will adequately accommodate the use of technology resources at home so that my child is able to complete assignments requiring technology resources. If there is an issue with use of technology at home for the purpose of completing school work, I will consult with the teacher.

Parent/Guardian Signature:_____Date:_____
(must be signed by parents of all students)

Print Name:_____