Redwood Day School Technology Acceptable Use Policy and Agreement

Redwood Day School allows Internet access to students who have completed and returned the attached form and an Internet orientation lesson. Our goal in providing this service is to support our teaching and learning. We will make every effort to protect students from any misuses or abuses as a result of their experiences with these information services. In addition, our curriculum requires student access to, and use of, some third-party websites for which we provide names and ID numbers.

We have reviewed terms and conditions of this agreement with each student in simplified language as part of our curriculum. Please read this document carefully. Sign and return the attached form by Friday, September 8th. We must have signatures from a student’s guardian/parent, and from any middle school student, before the student will be allowed Internet access.

Terms and Conditions for Student Internet Use

Access to the Network is a privilege, not a right. Students who violate the following terms and conditions are subject to disciplinary action, which may include loss of Internet privileges at school.

1. Acceptable Use
   • Internet access will be allowed solely as part of the educational objectives of Redwood Day School.
   • Students must be supervised by an adult when using the Internet.

2. Unacceptable Use
   • Students may not send or receive anything that violates the Redwood Day School Behavioral Guidelines or the laws of the United States or the State of California.
   • This includes but is not limited to:
     o Violations of copyrighted material
     o Threatening or harassing material or messages
     o Obscene or pornographic material or messages
     o Sexist, racist, homophobic or inflammatory material or messages
     o Advertising items for sale (or any commercial use).

3. Limits on Internet Services

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/guardians) must understand that neither Redwood Day School nor any school staff member controls the content of the information on those other systems. We believe children learn by making mistakes, and so provide access to the Internet with moderate censorship. While our Internet filters are set to filter out many inappropriate categories of sites, some of the information available is controversial and may sometimes be offensive to some individuals. Our staff will make good faith efforts to monitor student use and create projects that minimize this risk, and teach kids to avoid suspect sites and quickly close windows with content that make them feel uncomfortable or may be inappropriate. We also block many streaming media services to student computers to preserve network bandwidth. The information below is available on our website at www.rdschool.org/technology.

4. Use of Directory Information in Third Party Services

Below is a list of third-party computer applications and web-based services we plan to use in 2017-2018 that require student information in order to have functional access. Redwood Day School may add to the following list of sites throughout the year, but notification will be made to families of any such changes. Please note: if you choose to opt out access to third-party computer applications and web-based services at RDS, your student will not be able to fully participate in our program. The first seven systems listed below use the student’s name as part of the user name, and the student’s first and last names and their student ID is used by the site for account management. This list is available with live links at www.rdschool.org/technology.

   • OnCampus contains a learning management system that is a collaborative platform for classroom discussions, projects, and units. Blackbaud Privacy Policy
   • Google Apps for Education is a suite of online productivity applications that also provides a collaborative platform for students to assign and manage student work. It is used in 3rd-8th grades. Email access will be
introduced the end of the year in fourth grade and will be highly restricted, with gradually fewer restrictions each year. No student email accounts may share a document nor send or receive email outside of our domain, except for specific projects requiring outreach to the community. GAFE Privacy Policy

- AutoDesk 123D, Project Ignite and Fusion360 are a mix of both online apps as well as stand-alone apps that make use of the cloud for CAD/CAM and various design tools. AutoDesk Privacy Policy

- Hapara Teacher Dashboard is an extension of our Google Apps domain that lets our teachers monitor and manage student use of Google Docs. Hapara Privacy Policy

- TypingPal Online is a web-based keyboarding tutor. It is used in 3rd-6th grades. TypingPal Online Privacy Policy

- ThinkCentral provides access to digital materials associated with Houghton Mifflin Harcourt math products for K-6. ThinkCentral Privacy Policy

- Holt McDougal Online provides access to online versions of our math textbooks. Holt Privacy Policy

- Scratch is a programming language and an online community where children can program and share interactive media such as stories, games, and animations. Accounts created and managed by teachers for students in 3rd-5th grades are explicitly ID-neutral. Scratch Privacy Policy

- TreeRing is our new yearbook vendor that allows families to create personalized pages for their student’s yearbook. TreeRing Privacy Policy

- TinkerCad is web-based software used in our “Inventor Studios” enrichment program. Teacher-created log-ins for students are explicitly ID-neutral. TinkerCAD Privacy Policy

5. Security Responsibilities

- Students who violate security responsibilities will receive consequences appropriate to the violation.
- Students may not use the Internet when a teacher is not present.
- The School reserves the right to look at all student work on RDS-provided services, or accessed through our network. This includes Google Drive services provided to our 4th through 8th grade students.
- Students may never send material or messages containing personal information such as names, phone numbers, or addresses. If any Internet correspondent asks to meet a student in person or offers a student gifts or money, it must be reported at once to his/her teacher.
- If a student identifies a possible security problem, he/she must notify the classroom teacher at once.

6. Vandalism

- If students commit vandalism, they will receive consequences appropriate to the violation.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system, or disrupting the use of the network by others in any way. This includes, but is not limited to, downloading, uploading, or creating computer viruses, or hacking.

7. Network Etiquette

- When students use the Internet, they must follow the generally accepted rules of network etiquette. These rules include the following:
  o Always be polite. Never send, or encourage others to send, abusive messages. Never swear, use vulgarities, or use other inappropriate language.
  o Cite references for any facts you present.
  o E-mail is never private. The recipient of your message can easily send it on. Don’t send e-mail that you wouldn’t want the whole world to see.

Please fill out and return the next page.
Acceptable Use of Technology Policy and Agreement

This page must be returned by the parents of any child under 13 years of age. Children 13 and over will review and sign this agreement at school. Read the Acceptable Use of Technology Policy and agreement. If you are in middle school, both you and your guardian/parent should sign below.

Student Name ___________________________________________  Grade Level __________________
(Please Print)

Student’s signature (if in middle school):
I understand and will follow the rules of the Acceptable Use of Technology Policy. I understand that if I break those rules I may face school disciplinary action.

Student Signature ___________________________________________  Date: _________________

Parent/Guardian Signature: (check one or the other, not both)
☐ I have read the Acceptable Use of Technology Policy and understand that it is designed for educational purposes. I agree to report any misuse of the network to my student’s teacher. I give my permission for my child to have access to the network, listed external websites, and the Internet at Redwood Day School under the terms of the agreement.

☐ I do not wish my student to use the third-party computer applications and web-based services that Redwood Day School uses in their curriculum. I understand that this may impact my student’s ability to fully participate in the program.

Parent Signature ___________________________________________  Date: _________________

Questions should be directed to Daniel Johnston, Technology Director, (510) 534-0804 x246, djohnston@rdschool.org