

## **Berkshire Country Day School 2018/2019**

### **Acknowledgement of Parent/Student Handbook, Middle & Upper School Supplement, and Technology Acceptable Use Policy**

We recognize that the Berkshire Country Day School Parent/Student Handbook and the Middle & Upper School Supplement contain the philosophy and expectations shared by members of the BCD community. As parents/guardians and students, we have carefully reviewed the Handbook and Supplement and understand it, having discussed the contents of both.

#### **Technology Acceptable Use Policy**

##### **What is expected?**

All students in Grades 4 – 9 must read, sign and abide by this policy statement. In addition to a student's signature, a parent's signature is required to ensure that the student understands the rules regarding technology use.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The student (or any guest on campus) is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

##### **What are the rules?**

Privacy - Network storage areas may be treated like school cubbies. Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly. Students should not attempt to access information stored by others. In regard to Photo, Video, and Audio recording: at no time should students record anyone without permission from the parties involved.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto any computer or storage device while on school grounds.

Inappropriate materials or language - Profane, abusive or impolite language should never be used to communicate nor should material be accessed which is not in line with the rules of school behavior. A good rule to follow is never view, send, or access material that the student would not want their teachers and parents to see. Should a student encounter such material by accident, they should report it their teacher immediately.

Bullying - BCD will not tolerate cyber bullying. This includes sending mean or inappropriate texts, e-mails or instant messages, posting nasty pictures or messages on social networking sites, or emailing or posting messages of retaliation.

Personal devices – Students are not allowed to have a personal device added to the school's network without a form completed by a teacher granting such permission. Such permission will be granted on an individual basis and will apply to a specific time period with restrictions on use.

**Continued on the next page >>>**

## Student Guidelines

1. Students are responsible for appropriate behavior on the school's computer network, and are held personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.
2. Do not use the printers without permission.
3. Do not download large multimedia files or stream music, movies, etc. while at school.
4. Student email accounts are to be used for academic purposes only. Student email accounts are NOT to be used for social media, Apple IDs, gaming or any other personal ID that is not related to school activity and directed by a teacher of the school.
5. Use of social media sites (Facebook, Instagram, Snap Chat, etc.) is not allowed unless directed by a teacher.
6. Online gaming and non-academic multimedia consumption is not allowed unless directed by a teacher.
7. Food and drinks are not allowed near any computers.
8. Do not use a computer to harm other people or their work.
9. Do not damage computers or peripherals in any way, nor should items be removed from the area.
10. Do not install any software, shareware, or freeware.
11. Do not violate copyright laws.
12. Students should provide their own headphones for use on computers.

Our signatures below signify our agreement to live by the shared expectations outlined in the Berkshire Country Day School Parent/Student Handbook and Middle & Upper School Supplement. We have also read and understand the Technology Acceptable Use Policy and will follow these rules and guidelines.

***After reading and reviewing the Handbook, Supplement and Acceptable Use Policy as a family, the student and one parent or guardian is to date and sign this form.***

***Please return the completed form to homeroom teacher/advisor as soon as possible.***

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name