Responsible Use Agreement 2020-2021

Information technology use at The Northwest School and by Northwest School community members is rapidly evolving and expanding. This agreement addresses the ways in which we use digital communications, social networks, and equipment in a general way. In a changing digital world, it is very important to be always mindful of your online reputation and to take every precaution to safeguard it. This agreement is also intended to help you develop habits as a good digital citizen and to be respectful members of this community.

By completing this form and agreeing to all questions, you are agreeing to follow all guidelines as outlined in the NWS Responsible Use Agreement which apply to the use of school-issued laptops (1:1 Program), your designated school laptop and other personal devices on campus and at home.

* Required

* This form will record your name, please fill your name.

[Input field]

Welcome to the RUA (Responsible Use Agreement)

Please read each section thoroughly before marking your agreement. Disagreement or incomplete section(s) results in an in-person follow up and potential loss of access to your school accounts.
1. What grade will you be in this year? *

- [ ] 6
- [ ] 7
- [ ] 8
- [ ] 9
- [ ] 10
- [ ] 11
- [ ] 12
2. THE SCHOOL NETWORK IS PUBLIC

- What I do on the school network is public. I understand my use of The Northwest School network is neither private nor confidential and may be reviewed, accessed, and/or monitored by The Northwest School at any time. This right to review, access, and monitor extends to the use of personally owned devices on The Northwest School network.

- What I do can be collected for legal use by a 3rd party. I understand that, under some circumstances, The Northwest School may have a legal obligation to collect information from the network, including personally owned devices used on the network, and produce it to a third party.

- Private information should not be on the school network. I agree not to use the network to create, modify, send, receive, or save any files, records, images, communications, or other information that I consider to be private or that I wish to keep from broader distribution.

- Email and posts are all public and permanent. I will assume that anything included in an email, text message, or online (social media) post is public and permanent. *

  - I understand and agree.
  - I have a question, but I agree.
  - I do not agree (your accounts will be disabled until we meet)

3. What is your question?
4. SECURITY, INTEGRITY, RESPECT OF SCHOOL PROPERTY

• I will not share my password. I will be responsible for the integrity of my account. I understand that sharing my account information or logging in on behalf of someone else is not permitted.

• I will observe the rules of copyright and fair use. I will not download, stream, or otherwise distribute copyrighted works. I will cite sources and give credit to authors and creators as necessary.

• I will respect Northwest School equipment. I understand that the equipment and software owned by The Northwest School is maintained by the Information Technology Department, but it is the responsibility of all community members to ensure that equipment is in good working order. I agree to report problems promptly. I agree not to download applications to the equipment without instruction and/or permission from teachers. I understand that damaging these devices intentionally, or through negligence, may incur a fine of up to $100 to cover the insurance deductible.

• I will not use The Northwest School name or logo online. I understand that use of The Northwest School name or logo when creating independent groups or fan pages is not allowed. *

☐ I understand and agree.

☐ I have a question, but I agree.

☐ I do not agree (your accounts will be disabled until we meet)

5. What is your question?

[blank]
6. SOCIAL NETWORKING
- Teachers will not interact with me on social media. I understand that teachers are discouraged from interacting with current students on non-school related social networking sites. Teachers may choose to use social networks (such as Slack, Skype, etc.) with their classes with permission from their supervisors and for approved academic purposes.

- I will be smart about how I use social media. For my own protection, I understand that it is highly recommended that I set my accounts to have the maximum level of privacy. If I am a member of a class social network: all members of that social network may see what I post. I will keep in mind the parallels between inappropriate behavior in the real world and online in virtual spaces: the school may need to act on information that we receive from social networking sites. *

- I understand and agree.
- I have a question, but I agree.
- I do not agree (your accounts will be disabled until we meet)

7. What is your question?
8. CONFIDENTIALITY, CONSENT AND ONLINE BEHAVIOR

- Confidentiality is important. I will not post any information that discloses confidential information about the school or personal information about another student or member of the school community.

- I will not slander. I will not post anything that is disparaging of the school, or of any student or member of the school community (current or former).

- I will ask for consent to share photos. I will not share photos of fellow students and faculty outside the school community without obtaining prior permission.

- Bullying is not acceptable. I understand that the use of any electronic communications to harass, bully or threaten another is unacceptable and will be addressed by the administration. If I am being bullied or harassed, I will report it to a trusted adult so that the behavior can be addressed. *

  - ☐ I understand and agree.

  - ☐ I have a question, but I agree.

  - ☐ I do not agree (your accounts will be disabled until we meet)

9. What is your question?
10. EXPECTATIONS FOR PERSONAL DEVICE(S)

As a Middle School student, I understand that I should use my school-provided laptop at school. There are circumstances where I may connect my personally owned devices to The Northwest School network for appropriate educational and personal reasons. I MUST ALWAYS COMPLY with the Middle School Device Policy when doing so. I accept responsibility for my behavior online. I will follow the same guidelines for online behavior when using my personal device. The use of such devices should not interrupt or interfere with my community and academic responsibilities, as stated in the student handbook.

I understand that:
• As a Middle School student, I am not allowed to use personal devices (Smartphone, iPad, laptop, etc.) or school issued laptops without explicit permission from a faculty member as stated in the Middle School Mobile Device Policy (see below.)

• The Northwest School may selectively limit bandwidth, filter, or block Internet applications and content.

• Use of personal devices should be undertaken with the same ethical behavior that guides the use of school-owned equipment. Do not use technology in ways that will be deliberately divisive to our community, cause damage to our systems, or break school rules and expectations.

• Responsibility to keep personally owned devices secure lies with the individual owner. NWS is not liable for any personal device that is stolen, infected, or damaged on campus or at school functions.

• The Northwest School can provide loaner devices as needed. If a loaner is needed for more than one day, we ask that you make this clear when checking out the device. If arrangements are not made, and you do not return the device, we may temporarily disable your account. *

  ○ ☐ I understand and agree.

  ○ ☐ I have a question, but I agree.

  ○ ☒ I do not agree (your accounts will be disabled until we meet)

11. What is your question?

10/20/2020
12. PERSONAL DEVICE FAQ

• What aspects of smartphones do not count as allowed “tools”? Use of a phone as a tool should always begin with “May I use my phone to...” Utilizing the clock, games, texts, or emails during the school day do not count as allowed tools. If students need to contact parents/guardians, students should utilize the phone in the Main Office or ask the faculty in the front office for permission to use their cell phones.

If students need to access the internet outside of class time for educational purposes, they must be in a supervised area and they will need the permission of the supervising adult. Educational purposes include class work or homework and does not include activities like games, shopping, or watching YouTube or Netflix.

• What if parents need to reach their children during the day? We request that families talk at home about how text messages won’t be viewed between 7:30 and 3:30.

If parents need to get a message to their child during the school day, they should call the front desk. The receptionist will take the message, and we will deliver the message to the student. We cannot guarantee success for messages taken after 2:00, but we will do our best.

• What about other personal devices like iPads, Apple Watches, and computers?

Computer use will be allowed during non-class time for educational purposes in supervised spaces (e.g. library, computer lab, learning commons), with permission from a supervising adult, while supervising adults are present. Students must explain what they plan to use their personal device for, so the supervising adult can ensure that is for educational purposes. Please no I-watches at school (these tiny smartphones on wrists are difficult to monitor and do not support the goal of devices being away while not in use.) *

- [ ] I understand and agree.

- [ ] I have a question, but I agree.

- [ ] I do not agree (your accounts will be disabled until we meet)

13. What is your question?
14. TAKING CARE OF OUR COMMUNITY

It can be frustrating when you see others breaking the rules. If you believe that someone has used, or is using, technology in a manner that violates this policy, you can notify a trusted adult in the community (ex: your Advisor, Middle School Director, the Dean of Students, School Counselor). We prefer that the notice be in writing, but this is not required. Whether oral or written, we ask that you describe the violation, identify all other people you believe may have knowledge regarding the violation, and identify the date(s) on which the alleged violations occurred (this helps us with following through.) We will follow these guidelines when responding to all reported incidents:

• All complaints will be kept confidential to the best of our ability and will be disclosed only to faculty as necessary to allow us to follow through and respond to the incident. No one will be involved in the investigation or response except those with a need to know.

• Anyone who is found to have violated this policy is subject to corrective action, up to and including expulsion.

• We will not permit retaliation against anyone who, in good faith, lets us know that others are not demonstrating integrity by following through on the expectations agreed to in the RUA. *

  O ☐ I understand and agree.

  O ☐ I have a question, but I agree.

  O ☐ I do not agree (your accounts will be disabled until we meet)

15. What is your question?

16. Do you agree to the expectations in this document? *

Selecting “Yes” means you agree to follow these norms. Selecting “No” means you will not have access to network resources or school-owned devices until you speak with a faculty member.

  O Yes. I agree to follow the expectations in this agreement.

  O No. I do not agree to follow the expectations in this agreement.
17. THE SCHOOL NETWORK IS PUBLIC

• What I do on the school network is public. I understand my use of The Northwest School network is neither private nor confidential and may be reviewed, accessed, and/or monitored by The Northwest School at any time. This right to review, access, and monitor extends to the use of personally owned devices on The Northwest School network.

• What I do can be collected for legal use by a 3rd party. I understand that, under some circumstances, The Northwest School may have a legal obligation to collect information from the network, including personally owned devices used on the network, and produce it to a third party.

• Private information should not be on the school network. I agree not to use the network to create, modify, send, receive, or save any files, records, images, communications, or other information that I consider to be private or that I wish to keep from broader distribution.

• Email and posts are all public and permanent. I will assume that anything included in an email, text message, or online post is public and permanent.

• Bullying is not acceptable. I understand that the use of any electronic communications to harass, bully or threaten another is unacceptable and will be addressed by the administration. If I am being bullied or harassed, I will report it to a trusted adult so that the behavior can be addressed.

• I will not share my password. I will be responsible for the integrity of my account. I understand that sharing my account information or logging in on behalf of someone else is not permitted.

• I will observe the rules of copyright and fair use. I will not download, stream, or otherwise distribute copyrighted works. I will cite sources and give credit to authors and creators as necessary.

• I will respect Northwest School equipment. I understand that the equipment and software owned by The Northwest School is maintained by the Information Technology Department, but it is the responsibility of all community members to ensure that equipment is in good working order. I agree to report problems promptly. When borrowing school-owned laptops, I understand that damaging these devices intentionally, or through negligence, may incur a fine of up to $100 to cover the insurance deductible.

• I will ask for consent to share photos. I will not share photos of fellow students and faculty outside the school community without obtaining prior permission. *

10/20/2020 ☐ ☐ I understand and agree.
19. SECURITY, INTEGRITY, RESPECT OF SCHOOL PROPERTY

- I will not share my password. I will be responsible for the integrity of my account. I understand that sharing my account information or logging in on behalf of someone else is not permitted.

- I will observe the rules of copyright and fair use. I will not download, stream, or otherwise distribute copyrighted works. I will cite sources and give credit to authors and creators as necessary.

- I will respect Northwest School equipment. I understand that the equipment and software owned by The Northwest School is maintained by the Information Technology Department, but it is the responsibility of all community members to ensure that equipment is in good working order. I agree to report problems promptly. When borrowing school-owned laptops, I understand that damaging these devices intentionally, or through negligence, may incur a fine of up to $100 to cover the insurance deductible.

- I will ask for consent to share photos. I will not share photos of fellow students and faculty outside the school community without obtaining prior permission. *

   - I understand and agree.
   - I have a question, but I agree.
   - I do not agree (your accounts will be disabled until we meet)

20. What is your question?
21. SOCIAL NETWORKING

- Teachers will not interact with me on social media. I understand that teachers are discouraged from interacting with current students on non-school related social networking sites. Teachers may choose to use social networks (such as Slack, Skype, etc.) with their classes with permission from their supervisors and for specific, limited, academic purposes.

- I will be smart about how I use social media. For my own protection, I understand that it is highly recommended that I set my accounts to have the maximum level of privacy. If I am a member of a class social network: all members of that social network may see what I post. I will keep in mind the parallels between inappropriate behavior in the real world and online in virtual spaces: the school may need to act on information that we receive from social networking sites. *

  ○ ○ I understand and agree.

  ○ ○ I have a question, but I agree.

  ○ ○ I do not agree (your accounts will be disabled until we meet)

22. What is your question?
23. CONFIDENTIALITY, CONSENT AND ONLINE BEHAVIOR
  • Confidentiality is important. I will not post any information that discloses confidential information about the school or personal information about another student or member of the school community.
  
  • I will not slander. I will not post anything that is disparaging of the school, or of any student or member of the school community (current or former).
  
  • I will ask for consent to share photos. I will not share photos of fellow students and faculty outside the school community without obtaining prior permission.
  
  • Bullying is not acceptable. I understand that the use of any electronic communications to harass, bully or threaten another is unacceptable and will be addressed by the administration. If I am being bullied or harassed, I will report it to a trusted adult so that the behavior can be addressed. *

  ○ ☐ I understand and agree.

  ○ ☐ I have a question, but I agree.

  ○ ☐ I do not agree (your accounts will be disabled until we meet)

24. What is your question?
25. EXPECTATIONS FOR PERSONAL DEVICE(S)

I understand that I may connect my personal devices to The Northwest School network for appropriate educational and personal reasons. I accept responsibility for my behavior online. Use of personal devices should be governed by the same attention to courtesy that should guide online behavior in general and use of such devices should not interrupt or interfere with your community and academic responsibilities.

I understand that:
• The Northwest School may selectively limit bandwidth, filter, or block Internet applications and content.

• Use of personal devices should be undertaken with the same ethical behavior that guides the use of school-owned equipment. Do not use technology in ways that will be deliberately divisive to our community, cause damage to our systems, or break school rules and expectations.

• Responsibility to keep personally owned devices secure lies with the individual owner. NWS is not liable for any personal device that is stolen, infected, or damaged on campus or at school functions.

• The Northwest School’s IT Department will provide limited troubleshooting services for personally owned technology devices. We encourage you to purchase insurance for your devices and seek help from third-party vendors when serious repairs are required.

• The Northwest School can provide loaner devices as needed. If a loaner is needed for more than one day, we ask that you make this clear when checking out the device. If arrangements are not made, and you do not return the device, we may temporarily disable your account.

• Printing from personally owned devices will be supported. In order to utilize our printing service, you must be running Windows 10 or MacOS 10.12 and higher.

• We expect you to bring a functioning, charged device that meets our minimum requirements as outlined on our website. If your device is out for repair or you cannot bring a device that meets our requirements for any reason, we expect you to be in conversation with your Advisor, the EdTech Team, or US Administration.

• We allow gaming on personal devices during free periods and lunch, however we ask that you play school-appropriate games. We ask that you follow these expectations when gaming:
  o The gaming does not create a disturbance to others’ learning either with the volume, content, or nature of the gaming.
  o The game being played has an ESRB rating of E or E 10+

A GAME THAT IS NOT RATED CANNOT BE PLAYED. Report all violations of this policy.

10/20/2020
A GAME THAT IS NOT RATED CANNOT BE PLAYED. Repeated violation of this expectation will result in consequences up to and including limiting your access to devices on campus, suspension of network services, and meeting with your parents or guardians. *

☐ ☐ I understand and agree.

☐ ☐ I have a question, but I agree.

☐ ☐ I do not agree (your accounts will be disabled until we meet)

26. What is your question?


27. TAKING CARE OF OUR COMMUNITY

If at any time you believe that someone has used, or is using, technology in a manner that violates this policy, please feel empowered to notify the Division Director or a School Counselor. We prefer that the notice be in writing, but this is not required. Whether oral or written, we ask that you describe the violation, identify the person or persons who are believed to be responsible, identify all other people you believe may have knowledge regarding the violation, and identify the date(s) on which the alleged violations occurred. All reported incidents will be investigated under the following guidelines:

• All complaints will be kept confidential to the best of our ability and will be disclosed only to faculty as necessary to allow us to investigate and respond to the complaint. No one will be involved in the investigation or response except those with a need to know.

• Anyone who is found to have violated this policy is subject to corrective action, up to and including expulsion.

• We will not permit retaliation against anyone who, in good faith, makes a complaint or cooperates in an investigation. *

☐ ☐ I understand and agree.

☐ ☐ I have a question, but I agree.

☐ ☐ I do not agree (your accounts will be disabled until we meet)
28. What is your question?

29. Do you agree to the expectations in this document? *

Selecting "Yes" means you agree to follow these norms. Selecting "No" means you will not have access to network resources or school-owned devices until you speak with a faculty member.

☐ Yes. I agree to follow the expectations in this agreement.

☐ No. I do not agree to follow the expectations in this agreement.