

## TECHNOLOGY ON CAMPUS

### ACCEPTABLE USE POLICY

Technology Resources are for the sole use of students, faculty, staff and administrators of Bancroft School. These resources include, but are not limited to computers, monitors, printers, scanners, mobile devices, multimedia equipment, access to the Internet, use of Bancroft School's email system and any other technology provided by Bancroft School.

These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Bancroft School users will not allow any other person to access or use Bancroft School computer resources.

#### **Purpose**

The purpose of the Acceptable Use Policy is to insure school-wide compliance with the guidelines and educational objectives set forth by Bancroft School. The Acceptable Use Policies and guidelines shall apply to all students, faculty, staff, administrators, and parents who use the Bancroft School Technology Resources as defined above. This document works in tandem with Bancroft's Anti-Bullying Policy and for US students the Upper School Code of Conduct. The ultimate responsibility for appropriate use of the Internet and Bancroft School's resources lies with the user of these resources.

### BANCROFT SCHOOL ACCEPTABLE USE POLICY (AUP)

Students are granted use of Bancroft School's Technology Resources upon their return of a Bancroft School AUP Agreement signed by both the student and his/her parent/guardian. This document is written to work in tandem with Bancroft's Anti-Bullying Policy and the Upper School Code of Conduct.

## General

- Computer, mobile device, email, Internet, and Intranet users shall respect the privacy of other users on and off campus.
- Any recording device, including but not limited to video and digital cameras and cameras embedded in phones, iPads or other electronic devices to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.
- Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
- Use of Bancroft School Technology Resources must be in support of curriculum/research and must reflect the accepted standards expressed in the school's Mission Statement. Purposefully accessing pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Bancroft School is prohibited.
- Software or hardware should **not** be installed on any computer at Bancroft School without the approval of the Technology Department.
- Food and/or beverages are **not** permitted in the McDonough Center Computer Lab. With the exception of students with medical notes on file, failure to adhere to this guideline may warrant disciplinary action. Responsible use of food and/or beverages is allowed in the Upper School Tech Center.
- Bancroft School, under the direction of the Director of Technology and/or his/her designee, reserves the right to access all incoming/outgoing data accessed by students, faculty, staff and administrators.

## On/Off Campus

- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited. Appropriate messages would include such communications relating to Bancroft School academics, co-curricular events, and school community life.
- Students making inappropriate reference about the school and/or its students, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by the School and could include suspension or expulsion.
- Use of the BANCROFT SCHOOL logo and seal are prohibited without expressed permission of the BANCROFT SCHOOL administration.

## Users

- Users may **not**, under any circumstances, log on under or use another user's network account, e-mail, portal accounts, etc.
- Users may **not** share passwords.
- When on campus, students are encouraged to use BANCROFT SCHOOL's wireless network.
- Users are responsible for all activities conducted through their personal accounts.
- Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- MS/LS students may only access social networking sites such as Facebook, use Instant

Messaging, and access outside email accounts and educational games under the supervision and at the discretion of a teacher, administrator, or Technology Department member.

- Users connected to the Internet will be allowed to download or transfer appropriate programs, pictures, music files or data onto their devices for educational purposes.
- It is strongly recommended that users connected to the Internet should **not** give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or member of the Technology Department. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.
- All student devices will be securely stored when not in use.
- Users may **not** use any means to access restricted sites.
- Users may **not** post images of teachers, staff, other school personnel, or students on the Internet without receiving permission from the individual(s) involved.
- Users may **not** alter the configuration of any school-owned computer or mobile device.

### **Consequences for Behavior in Violation of this Document**

All use of Bancroft School Technology Resources will be monitored with the assistance of the Director of Technology and/or his/her designee. Students who have repeated or severe infractions of the AUP will be subject to disciplinary action. Violations of federal and state regulations such as sending threatening email and accessing or distributing obscene material will be dealt with by the governing law enforcement agency.

**Disclaimer**

Bancroft School will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the computer or mobile device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the computer accepts personal responsibility for actions on the Internet.

**Vandalism**

Vandalism will result in immediate disciplinary action by the Deans of Students or respective Division Head. Vandalism is defined as any malicious attempt to harm or destroy any part of Bancroft School's or someone else's technology resource. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the Bancroft School system. This includes but is not limited to all operating systems, student and administrative files, and any other private files of Bancroft School.

Participation in any of the above stated inappropriate behaviors will lead to penalties including revocation of Internet/technology privileges and/or further disciplinary action.

**LOWER SCHOOL MOBILE DEVICES**

Lower School Students are discouraged from bringing a cell phone to school. If a student arrives with a cell phone it is to remain turned off and stored in the student's backpack at all times.

**MIDDLE SCHOOL MOBILE DEVICES**

Middle School Students with cell phones must have phones turned off and stored in the students' lockers from 7:45 a.m. – 3:30 p.m. each day. A student may have his/her phone confiscated if it is not in their locker.

Students may not play games on their devices, unless the games are approved by a teacher and during a time specified by the teacher.

## UPPER SCHOOL MOBILE DEVICES

Cell phones must be turned off and kept out of sight during class and at assembly. (A phone on “silent” is still considered to be “on.”)

Texting is permitted in the hallways during free time, but it is prohibited in instances where the cell phone should be turned off. (See above.)

Students may talk on cell phones in the Hub and outside school buildings only. Phones may be confiscated until the end of the day for any chronic offenses.

Users may not post images of teachers, staff, other school personnel, or students on the Internet without receiving permission from the individual(s) involved.

Upper School students are not permitted to use portable listening devices during class or assembly. Students may listen to music or audio books in study halls while working diligently and as long as the volume cannot be heard by others. In public spaces, students may only listen to music with headphones on and with volume at a low level. Listening devices may be confiscated until the end of the day for chronic offences.

## HONESTY, INTEGRITY, AND ACADEMIC HONESTY

Honesty and integrity are the cornerstones of our community. In order to preserve the healthy functioning of our individual members and the community as a whole, not telling the truth is unacceptable.

Students must not forge anyone’s signature or interfere in any way with home/School communications.

Students may not gamble or play games of chance on campus for money or any other prize except in academic situations when expressly authorized by the teacher.

Bancroft School expects all students to be honest and truthful. Academic honesty is the basis of sound scholarship, so situations involving plagiarism, academic dishonesty or inappropriate collaboration will not be tolerated. We do not allow any cell phones to be present during a test, quiz, or exam. The use of foreign language Internet translators

and other online sources is prohibited for work in foreign language classes, unless specifically authorized by the teacher.

Plagiarism is the passing off as one's own the ideas or words of another; it is to use another's ideas or words without crediting the source; it is the presentation as new or original an idea or product derived from an existing source. Most often plagiarism occurs on a research paper. All sources, quotations, allusions and references should be attributed to the original article and/or source by using internal citations, quotation marks, or clear statements. Any student in doubt about plagiarism should consult the teacher before the paper is due.

Academic Dishonesty can include giving or receiving information during a testing situation, using crib notes, sharing lab reports and papers, or copying homework without the authorization of the teacher. Both the giver and receiver are responsible in these situations. Students should check with teachers about whether cooperative work is allowed on homework, take-home tests, examinations, and any other graded work.

Inappropriate Collaboration can occur when a student violates the instruction given by his/her teacher about acceptable collaboration in such a way that the final product no longer represents his/her independent thinking and writing. Both the giver and receiver are responsible in these situations.

Students who violate these rules may receive a failing grade on the work involved and may be subject to further disciplinary action.

In the Upper School, the first offence of academic dishonesty, inappropriate collaboration, or plagiarism may result in:

1. A grade penalty on the assignment
2. One Thursday detention
3. Placement on Academic Integrity Conduct Review for the remainder of a student's time at Bancroft. A further breach of academic integrity may result in suspension and/or expulsion.