



## **Beauvoir Technology Mission Statement**

Beauvoir recognizes, appreciates, and is committed to the educational importance of technology use in and out of the classroom. The School supports and fosters a community of responsible digital citizens and we expect to engage our students, promote creativity, and enhance the curriculum with the use of technology. Our Faculty, Staff, and Students are encouraged to experiment, research, imagine, and explore the unique resources and opportunities for global collaborative communication. Beauvoir's Technology Team is dedicated to providing a safe, reliable, and user-friendly environment. The School's mission states that we seek to foster a spirit of inquiry and joy in learning, and we look forward to using technology to meet that goal, and our community's growing technology needs.

## **Responsible Use Policy for Parents and Students**

### **Beauvoir, The National Cathedral Elementary School**

The following guidelines were developed in the spirit of Beauvoir's life rules and we expect responsible, respectful, honest, and kind use of technology.

For the purpose of this document, the term *Technology* refers to: Desktop Computers, Laptops, Tablet PC's, Mobile Computing Devices, Cellular Phones, Digital Audio and / or Video Players, Media, Printers, Copiers, Digital Cameras, Digital Camcorders, LCD projectors, Servers, Switches, Routers, Fax Machines, Telephones, IP Telephones, Internet Access, Cabling and any and all peripherals associated with said technologies.

The term *Data* refers to: Software, Electronic Mail, Voice Mail, Documents, Files, Digital Presentations, Digital Photographs, Digital Slideshows, Digital Video, Digital Audio, Databases, or any and all other digital information that is created, used, accessed, modified with, or stored on Beauvoir *Technology*.

1. Beauvoir's Life Rules apply at all times to the use of technology and data, and we expect it to be used for educational purposes that serve our mission.
2. For the purpose of security, and your protection, the sharing of a Username and/or Password is prohibited.
3. Disabling or reconfiguring antivirus protection software is prohibited.
4. Evasion or disabling, or attempting to evade or disable, content-filtering technology is prohibited.
5. Students may not access the internet on or off campus using Beauvoir technology unless under direct supervision. Students may only access websites that have been previously previewed and approved by Teachers, Technology Team and Administration.
6. Faculty, Staff, Students, and Parents may only use Beauvoir technology for school related or school sanctioned purposes while on or off campus during the school day or during non-school hours. The use of Beauvoir technology for advertising, commercial purposes or for personal financial gain is prohibited.
7. Installing or running software applications on Beauvoir technology from any removable media or network resource is not permitted unless they are used for educational or operational purposes and approved by the Technology Team.
8. Any data generated using Beauvoir technology is considered to be the property of Beauvoir.



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9. Data that is created, used, accessed, modified, or stored on Beauvoir technology must be used for educational or operational purposes only and may not contain any disruptive, inappropriate, or offensive material.
10. Beauvoir's data cannot be sent (uploaded) or received (downloaded) or made publicly or privately available on the internet without authorization from Beauvoir Administration.
11. When posting any data online, Beauvoir does not identify children by name. We ask anyone to be mindful of this policy, for personal use, when posting to any public or private website.
12. Faculty, Staff, Students and Parents should pay close attention to and obey all laws, including but not limited to copyright, privacy, sexual harassment, defamation and obscenity when using Beauvoir technology. Beauvoir is not responsible for any violation of these laws.
13. The use of Beauvoir technology to facilitate any insulting, threatening, cruel or bullying behavior is prohibited.
14. Faculty, Staff, and Students should correctly cite all information obtained from the Internet.
15. Faculty, Staff, and Students must respect information saved by others on the network. No one should access, modify, copy, rename, move or delete any data that does not belong to them without consent from the data author or owner.
16. Students cannot share any personal information about themselves or other students on the Internet.
17. Teachers must check all students' digital communications before they are sent.
18. Faculty, Staff, and Students must report any evidence of technology, data, network, or internet misuse to the school's Technology Team and/or appropriate Administrator immediately.
19. The operation, appearance, and structure of network resources, data, and technology should not be modified without approval from the Technology Team.
20. The use of any personal technology and or data (not owned by Beauvoir) by anyone for school related and or non-school related purposes on Beauvoir's campus or school sanctioned events off campus is prohibited unless authorized by the Technology Team and Administration.
21. All community members are expected to use good judgment when working in grey areas not covered explicitly by this policy.

**I will read or have read and understand Beauvoir's Responsible Use Policy and by signing below I agree fully to support its intentions and guidelines.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name: \_\_\_\_\_

**\*\*Please return this signed form to your child's classroom teacher\*\***