



MUNROE SCHOOL

Technology Code of Conduct

This document establishes standards for the appropriate use of any technology which is the property of, or furnished by Robert F. Munroe Day School (RFM or School). Such technology includes, but is not limited to; computers, electronic tablets, interactive white boards, fax machines and phones.

Technology resources at Robert F. Munroe Day School are provided for the purpose of supporting the educational mission of the school. RFM's goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in school handbooks. It is understood that members of the RFM community will use all types of computing devices and the school network in a responsible, ethical, and legal manner at all times.

Lower School Acceptable Use Policy

RFM students are expected to abide by the technology guidelines set forth by the school in the student handbook.

Please discuss the following rules with your child and submit the signed agreement electronically prior to the first day of school.

1. I promise to tell my teacher, librarian, or another adult right away if I read or see something that is inappropriate or makes me feel uncomfortable.
2. I will not give out personal information such as my last name, address, phone number, or the name and address of my school without my teacher's permission.
3. I will treat all hardware responsibly and will make every effort to leave computers ready for the next person by quitting all applications and by removing from the desktop any files which I have placed there.
4. If and when I take an iPad home, I will follow the same rules at home that I do at school.
5. I will make every effort to make sure the iPad is not lost or broken.
6. I will not eat, drink or bring magnets near our computers.
7. I will not duplicate or download copyrighted software to RFM's computers.



I understand the following are not allowed:

8. Sending or displaying unkind, obscene, or offensive messages or pictures or any messages that may be perceived as bullying as defined in the RFM Student Handbook
9. Using another person's password
10. Trespassing in another person's folder, work, or files
11. Wasting limited resources such as printing multiple copies unnecessarily
12. Downloading viruses or hacking programs that can cause problems with our system software
13. Using electronic resources without giving credit to the source of the material

All the rules of conduct described in the Robert F. Munroe Day School Handbook apply at all times, whether I am on the network or at home using my own n computer. Possible consequences for violating any portion of this agreement include, but are not limited to, disabling of network account, detention, suspension, or expulsion. My child and I have read the Technology Code of Conduct and the Technology use Agreement and have discussed appropriate behavior concerning use of technology at school and home. By signing this agreement, we are accepting responsibility for our behavior in the use of technology at RFM.

Infractions may result in a loss of access to online and e-mail resources and possible further disciplinary action at the discretion of the administration. For the safety and well being of your child, this policy will be strictly enforced.

-----See next page and return the signature portion to your child's teacher-----



Lower School Technology Use Policy

Student Name _____

Student Signature _____ **Date** _____

Parent Name _____

Email Address _____ Phone _____

Address _____

Parent Signature _____ **Date** _____

Parent Name _____

Email Address _____ Phone _____

Address _____

Parent Signature _____ **Date** _____