

June 2015

Dear Parents,

We are pleased to continue to provide Internet access to the faculty and students at Cotting School. We believe the Internet offers vast, diverse, and necessary resources important for today's world.

Attached is our School Network, Internet and Equipment Acceptable Use Policy for 2015-2016. Please read this document and discuss policy rules with your son/daughter. The contract on page 5 must be signed by a parent (and student if appropriate) and returned to the Student Services Office, Room 204 by July 26, 2015.

Sincerely,

Patricia Salmonson
Director of Technology
psalmonson@cotting.org

Cotting School, Inc.

453 Concord Avenue • Lexington, MA 02421

Student ACCEPTABLE USE POLICY School Network, Internet, and Equipment 2015-2016

Note: Parents and Students should read and discuss this AUP together. Parents must sign the agreement. In cases where students are able, they too, should sign. Signed copies will be kept on file in the Technology Department Office.

Cotting School's goal in providing network resources and Internet access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Internet access is to be used in a responsible, efficient, ethical and legal manner and in accordance with the mission of the school. Failure to adhere to these guidelines typically results in the suspension or revocation of user privileges. Additionally, inappropriate behavior may be subject to additional disciplinary action including termination.

Cotting School will not be liable for the actions of anyone connecting to the Internet through this network. All users shall assume full liability, legal, financial, or otherwise, for their actions. Users should be aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

In addition, Cotting School assumes no responsibility for any information or materials that are transferred through the Internet.

The person under whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person.

Cotting School uses a filtering system to track and monitor all computer use on the network. The filtering system is designed to prevent access to educationally inappropriate sites. Faculty can request that a specific site be blocked or unblocked. Such decisions will be made by those responsible for monitoring the filtering in the Technology Department and or the Chief Academic Officer or the Chief Operating Officer.

It is important to be aware that no solution is perfect. Due to the nature of the Internet, even with supervision, it is impossible to control all materials users may come across, and a user may discover controversial information not deemed suitable for children or teenagers. Students should immediately report any inappropriate material they access to a teacher or other staff person. Students should not share inappropriate materials or their sources with other students. *Teachers must email the web address of the inappropriate site to the Director of Technology immediately so that it can be added to the blocked list.*

Certain procedures are followed as Internet resources are integrated into classrooms:

- The school provides faculty members with information about the Internet and its uses and possible misuses so that these issues can be discussed with students. Training on technology integration includes information about teaching students how to use the Internet safely and appropriately.
- Students have access to the Internet and certain network resources only under their teachers' supervision.

Internet Privacy Protections and Considerations for Students

Cotting School has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications:

Guidelines:

- Only first names will be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address, phone number, social security number or family's E-mail address be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.

Communication with Parents & Students:

Employees are to communicate with students and parents through the school email system only. Employees may not use personal email or screen names to communicate with students and parents. In addition, employees may not visit student or parent Facebook or other social networking pages nor may students or parents be encouraged to visit employee Facebook or other social networking pages. Employees are not to text message students or parents.

Unacceptable uses of Cotting School's Network or Internet connection:

1. Violation of the School Network, Equipment, and Internet Acceptable Use Policy or any provision in the Student Handbook or Employment Manuals.
2. Transmission of material that is false, derogatory, profane, vulgar or sexually explicit, or any other material that would be offensive or harassing to a reasonable person (e.g., a racial or ethnic slur).
3. Downloading from the Internet of sexually explicit or other offensive materials, software programs, or any copyrighted or trademarked materials.
4. Personal and/or District-owned computers and other devices are not permitted on the Cotting School network without consent from the Director of Technology. This includes communication devices.
5. The unauthorized installation of any software, including shareware and freeware, for use on Cotting School computers is prohibited.
6. Viewing or posting messages to web sites that contain sexually explicit, racist or other similar material that the School considers offensive.
7. Attempting to disguise your name or the origin of any transmission over any of the school's communication systems.
8. Copying commercial software or other material in violation of federal copyright laws.
9. Use of network for financial gain, commercial activity, or any illegal activity is prohibited.

10. Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher.
11. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
12. Users must avoid spreading computer viruses, and all downloaded files must be virus-checked. A deliberate attempt to degrade or disrupt system performance is a violation of the law.

Email

In certain circumstances students may be granted email access through a classroom account requested by the teacher for specific instructional purposes.

Personal and District Owned Equipment on Cotting School Network

Cotting School may give permission to a student to connect non-Cotting owned equipment (laptops, iPads, communication devices, etc.) to the School's network with a goal of being able to access internet resources, network printers and to share documents. When the educational team agrees that this is the case, a *Personal Equipment on Cotting School Network Agreement* form must be filled out and signed by the parent. Agreement form is attached at the end of this document.

Cotting School makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Cotting School, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

Cotting School reserves the right to examine all data stored on all computers and the network to make sure that all users are in compliance with these and all legal regulations.

Cotting School strongly condemns the illegal distribution of software, otherwise known as pirating. Any user found transferring such files through the Internet shall have their future Internet access denied.

Cotting School reserves the right to change these rules at any time without notice.

Simplified Version of Agreement for Parents to discuss with their child:

I agree to only use the Internet at school if I have my teacher's permission.

I agree to tell my teacher if I see something on the Internet that is inappropriate.

I agree not to make any changes to the computers (for example settings, names of hard drives, names of other people's documents).

I agree to save my documents in a folder with my name on it.

I agree to follow my teacher's directions and rules about using computers at Cotting School.

**Parent/Student ACCEPTABLE USE POLICY
School Network, Internet, and Equipment Agreement
2015-2016**

***To be used by Cotting School Parents and Students.**

I have read, understand and will abide by the School Network, Equipment and Internet Use Agreement.

I realize that the primary purpose of Cotting School's Internet connection is educational.

I agree not to participate in the transfer of inappropriate or illegal materials through Cotting School's Internet Connection. I realize that in some cases, the transfer of such material may result in legal action against me.

I realize that the use of the Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of user privileges, disciplinary action, and/or legal action.

I agree not to participate in the transfer of material that may be considered treasonous or subversive via the Cotting School's Internet connection.

Cotting Employee, Parent & Student Communication:

I understand that Cotting Employees are required to communicate with Parents and Students in accordance with Cotting's School Network, Equipment and Internet Use Agreement, which states "*Employees are to communicate with students and parents through the school email system only. Employees may not use personal email or screen names to communicate with students and parents. In addition, employees may not visit student or parent Facebook or other social networking pages nor may students or parents be encouraged to visit employee Facebook or other social networking pages. Employees are not to text message students or parents.*"

I, parent of _____, have read and discussed this AUP with my child.

I release Cotting School and all other organizations related to Cotting School's Internet Connection from any liability or damages that may result from the use of the Internet Connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Parent Signature _____

Student Signature (if appropriate) _____

Date _____

Adopted October 2001. Updated May 2012, Updated June 2013, 2014,2015.

Cotting School

453 Concord Avenue • Lexington, MA 02421 • 781-862-7323

Personal Equipment on Cotting School Network Agreement - Student

Cotting School may give permission to a student to connect non-Cotting owned equipment (laptops, iPads, communication devices, etc.) to the School’s network with a goal of being able to access internet resources, network printers and to share documents.

A student’s team, along with the technology department, may decide that a student would substantially benefit from access to network services with a non-Cotting owned device.

It is important to note that the school is Mac-based and the network is configured specifically to handle Apple devices. It may be possible to use non-Mac devices (Android, Windows-based, etc.) when there are no other options available, however there is no guarantee that they will function properly or at all on the network.

The student is responsible for appropriate network behavior as specified in Cotting’s Acceptable Use Agreement.

Cotting School is not responsible for maintenance of non-Cotting owned equipment, nor is it liable if this equipment is lost, stolen or damaged.

Cotting School requires that the equipment meet certain guidelines in order to help ensure the safety and integrity of our network.

- Apple laptops running OSX 10.9 or higher.
- Administrator access must be given to Cotting staff in order to ensure that the equipment meets the safety requirements and configure network functionality.
- Equipment will be monitored while it is connected to the School’s network.
- Equipment must be fully patched (all security updates are done, application updates are done).
- Equipment must have a current and up to date Anti-Virus/security program installed.
- **No software or Apps will be provided or installed by Cotting School.**
- Devices on the school’s network will be added to the schools equipment database.
- Student owned & District owned devices should be labeled with the student’s name.
- Find My iPhone/iPad should be installed and enabled.
- iDevices should be in sturdy cases.

Student Name: _____

Parent Name (printed): _____

Equipment to be added: _____

Serial #: _____ MAC (Wi-Fi) Address: _____

Parent Signature

Date

District Signature (if district owned)

Date

*Form will be kept on file in the Cotting School Technology Office. Patti Salmonson, Director of Technology • psalmonson@cotting.org