Buffalo Seminary Acceptable Use of Technology

Buffalo Seminary provides computer resources, including internet access, to students and school personnel with a firm commitment that the educational advantages far outweigh the disadvantages. In return, we ask the SEM community to exercise appropriate responsibility in the use of school equipment and facilities and to use internet access provided by the school for educational purposes.

Some activities are expressly prohibited by federal, state, or local laws and ordinances. Other activities are inappropriate, as defined by the administration of the school. SEM will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.

All students and their parents/guardians must sign and return to the school the "Acceptable Use Agreement." These guidelines are legally binding while the student is enrolled.

For students, a violation of this agreement may be treated as a violation of the Student Honor Code or rules of conduct. Violating any portion of the signed agreement or gaining full access to the internet without signing the agreement may result in disciplinary review, including possible suspension or expulsion from SEM and/or legal action.

All online activities are logged through our proxy server. Limited privacy can also be expected concerning personal files. All work stored on the SEM network is the property of Buffalo Seminary, although we are not responsible for its content.

SEM cannot guarantee that network services will be without error. Students are guided in the proper online storage and backup of documents, and all possible avenues will be explored to restore any misplaced files. The school will not be responsible for any lost data or interrupted service.

Students have full internet access, though the school does block access to certain categories of sites, such as pornography and sites that promote hate, intolerance or violence.

Students using computers during class are subject to disciplinary action if found to be using their computer for any purpose other than the task assigned by the teacher.

Acceptable use guidelines for students

Use good judgment. If you are unsure about the acceptability of any activity, check with a teacher or one of the technology staff. If you mistakenly access inappropriate information, you must notify a teacher or staff person immediately.

Keep your password private. Do not share it with anyone. If you forget your password, the technology staff can reset it.

Be safe. Remember that everything communicated via the internet inside or outside of school is easily accessible to the world (even when sites appear to be password protected). This means that anything posted online has the potential to be read by anyone. This includes communications through social networking or blogging sites like Facebook or Instagram.

Abide by the Honor Code. You must not copy, save, or redistribute copyrighted material. (Users should assume material is copyrighted unless it is stated clearly to the contrary.) Technology makes it easy to plagiarize, steal, or cheat. You must be sure to practice honesty and integrity in your work.

Use your manners and don't be a bully! Just as you are expected to exercise good behavior and good manners in the real world, you are expected to use good manners online as well. The general rules of "netiquette" include common courtesy, politeness, and the avoidance of vulgar language. Do not access, create, or share material that is profane or obscene, that advocates illegal acts, or advocates violence or discrimination towards other people.

Do not hack. Any attempt to gain unauthorized access to other computer systems through the SEM network or to go beyond your authorized access to the network is prohibited. This includes attempting to log in through another person's account or access another person's files. Tampering with or changing any hardware or software settings of any public SEM computer is prohibited.

Responsible use of technology will allow students to learn and grow in an environment of increased communication, collaboration, and creativity.

Tablet / Laptop program rules

1. *You are responsible for the safety and security of your computer at all times.*

2. Tablets should be taken home every day, and brought *back to school every day fully charged.* If your computer is losing the charge quickly, please see the tech office.

3. The computer must be in its case whenever you take it outside (to or from school or anywhere else).

4. When moving between classes, the lid must be closed, or locked in the "tablet mode." The computer must be held under your arm close to your body so that it is less likely to drop.

5. Food crumbs and spilled drinks damage computers. You may only open a computer at a table if there is no food or drink on it.

6. Screens are very sensitive. Do not place anything on top of or near the computer that could put pressure on the screen. Also, be careful not to scratch your screen when wearing rings or bracelets. Do not leave anything on the keyboard, such as a pencil, which could break the screen upon closure.

7. Be careful when switching between laptop and tablet mode. Be careful never to apply force — it should only take gentle pressure.

8. The hard drive can be damaged if you bump your computer while it is on. Be careful how you place your computer in your carrying case, on tables, in your locker, anywhere. *Never bump, drop, or force it.*

9. Don't let your computer overheat. Make sure the fan vents don't get blocked. For example, don't leave it on a soft surface like a blanket because the vents might get covered. Put your computer on a flat board or book if you want to work on a couch or bed.

10. The power brick (in the middle of the AC cord) can become hot; never let it be covered by blankets or anything that prevents good ventilation.

11. Extreme temperatures can damage your computer. Don't leave it in a hot or cold car. If your computer has been exposed to extreme temperature, please allow it to return to room temperature before turning it on.

12. *No stickers* or personal decorations of any kind may be adhered to the exterior of the computer. There are stickers on the bottom of computer which *MUST* remain there. If any of them start to peel off, you must stop in the Tech Office to have them secured.

13. All SEM schoolwork and files are to be stored in the cloud and not on the computer. If you need help or unsure how to do this, the technology staff is happy to help.

14. You are permitted to add personal files and customize the computer to your own working style (i.e., background screens, default fonts, and other system enhancements) as long as they are appropriate.

15. You are permitted to install games, music and software on the computer as long as it is legally owned and installed as per a license agreement. An exception to this is peer to peer file sharing software. If student installed programs cause system errors, it will be necessary that the tablet be re-imaged. WARNING: Anything stored on the computer may be lost if the computer needs to be repaired or replaced.

16. All software installed by SEM must remain on the tablet at all times, and attempts to disable installed software or settings are a violation of the honor code.

17. You must respect all copyright laws for software and all audio or video files and not install illegal software or files on the Tablet PC. Any illegal programs or files will be removed.

Please note: Violation of any of these rules will result in disciplinary action.

STUDENT NAME_____

Laptop Program and Acceptable Use Agreement

I understand that the laptop assigned to me is the property of The Buffalo Seminary and is loaned to me for my personal use. I am responsible for it at all times. I will not loan my computer to anyone. It must be returned to SEM if the school requests it. The computer has software already installed. The license for all software is the property of the school. When the computer is returned to SEM, it will be in the same condition (except for normal wear) as when I received it.

In the event that the laptop is lost or stolen, and has not been recovered after 60 days, I agree to pay the school the replacement value of that model.

I will take care of the physical components of the laptop. If the laptop is physically damaged through negligence or abuse, I agree to pay for it as per the information in the handbook.

I understand that I may install personal software and files on this computer; however, if the computer becomes unstable, it will be re-imaged which will clear out all added software and files stored on the C drive and restore the laptop to its original configuration. (In other words: back up your own files and keep copies and records of all software that you install yourself.) If the laptop is not functioning properly I will contact the Technology Office.

I have read and understand the Internet Acceptable Use Policy and Guidelines.

I understand that the Honor Code and SEM Internet Acceptable Use Policy fully apply to my use of the laptop. Any misuse of the computer or any technology at SEM will be referred to the Dean of Students for disciplinary action.

Student signature _____   date _____

By signing this document, parents are agreeing that they have read and understand the rules above and are also giving permission for their daughters to have access to the Internet while at SEM.

Parent signature _____   date _____