



## Technology Acceptable Use Policy Distance Learning Addendum School Year 2019-2020

Technology is a vital tool for learning and communicating. All technology equipment, network systems and distance learning software resources are provided to support the educational mission of St. Timothy's School. Because the way we use technology affects ourselves and others, I agree to use these resources off campus in accordance with the following requirements:

### 1. **Use St. Timothy's School Distance Learning Resources RESPONSIBLY.**

- I will use St. Timothy's School technology resources only for school appropriate activities. If I am not sure whether how I want to use these resources complies with this requirement, I will ask my teacher for approval.
- I will set up my distance learning device in such a way that it will be supportive of classroom engagement (e.g. quiet desk space, no excessive noise, no background interference).
- I will download content and files from the Internet only when directed by my teacher.
- I will not give out identifying information over the Internet, including information such as an address or telephone number of myself or others.
- If I have questions or concerns about functionality of the school's distance learning resources, I will inform my teacher and the technology department.
- I acknowledge and agree that my use of St. Timothy's School distance learning resources, including my use of Gmail and Google Meet accounts, may be recorded, monitored or observed by faculty at any time without notice.
- I acknowledge and agree that I have no expectation of privacy in connection with the use of technology resources at St. Timothy's School.

### 2. **Be RESPECTFUL of Others.**

- I will be aware that teachers will be recording online learning sessions, and that my behavior will be observed by teachers and classmates through my device's camera and recording equipment.
- I will use school appropriate language and will dress appropriately during distance learning sessions.
- I will not use the school's distance learning tools in any way that may be disruptive to a class.
- I will not use my Chromebook to disrupt the ability of teachers or other students to participate in a lesson.
- I will uphold St. Timothy's School's Code of Conduct when using technology resources.

### 3. **Act ETHICALLY.**

- I will be aware that my online activity is continuing to be recorded via GoGuardian while I am away from campus.
- I will be aware that my attendance in online learning sessions is required.
- I will not use the school's distance learning resources in a manner which has not been approved by a teacher.



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- I will continue to follow the St. Timothy's School Honor Code and will submit only my own work for all online assessments.
- I will obey all applicable laws, including copyright laws.
- I will comply with all applicable written terms of use and similar terms and conditions that may apply to my use of technology resources, including any software applications or services to which I may be granted access.
- I will not attempt to circumvent any of the configuration of my device which has been put in place to help maintain a safe learning environment.

**4. Violations of Policy.**

- I acknowledge and agree that any violation of this policy may result in disciplinary action upon return to campus consistent with the school's disciplinary policies, which may include loss of school privileges and/or suspension, and in very serious or repeated cases, dismissal from St. Timothy's School.
- I acknowledge and agree that violations of this policy may also constitute violations of other school rules or policies, including the Family Handbook, the Code of Conduct and the Honor Code. This policy is intended to supplement, not supersede, such other policies. If there is a conflict between the terms of this policy and other applicable school rules or policies, such conflict will be resolved at the discretion of the appropriate school faculty member(s).

I have read, understand, and agree to comply with the requirements of this 2019-2020 St. Timothy's School Technology Acceptable Use Policy, Distance Learning Addendum. I acknowledge that this signed agreement will remain on file in the office of the Director of Technology for the duration of the school year.

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**STUDENT**

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**DATE**