



WOODLAND  
COUNTRY DAY SCHOOL

## Responsible Use Policy – All TECHNOLOGIES

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Woodland Country Day School provides computing and network resources for students, employees, parents, and others affiliated with WCDS for educational use and school communication. In making decisions regarding student access to the Internet, Woodland Country Day School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to worldwide information enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging ideas and results with people around the world.

The purpose of Woodland-provided Internet access is to facilitate support of education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Woodland Country Day School. Access is a privilege, not a right. Access entails responsibility.

The equipment, software, and network capacities provided by Woodland Country Day School, and all information contained on WCDS school computers' hard drives or storage, as well as material on G Suite (Google) storage, are and remain the property of WCDS. Please see the Parent and Student Handbook for our full technology policy, as well as examples of appropriate and inappropriate use. Administrators may review all files to maintain system integrity and ensure that students are acting responsibly.

As a user of technology at Woodland Country Day School, I understand that it is my responsibility to honor the Responsible Use Policy and uphold the WCDS values and mission both online, offline, at school and at home. As with face-to-face and written communication, I understand that my actions can affect others and that I will be accountable for my ethical and professional behavior.

I understand this responsible use policy is intended to incorporate the spirit of WCDS values and school mission and, as such, is not intended to state all acceptable behavior.

While Woodland's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Even should WCDS institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Woodland's responsible use policy. **Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.** Toward that end, Woodland Country Day School provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Students cannot use technology failure as an excuse for late or missing homework or projects.

**NOTICE:** *This policy and all its provisions are subordinate to local, state, and federal statutes.*



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**Acceptance of the Woodland RUP**

*[signature required]*

For your child to participate in any technology-related activity, both the guardian and the student must review this entire RUP and agree to its terms. If the form is not returned, the student will not be able to access computers, possibly affecting grading. If you do not wish your child to access the school computers, please specify on the form below and alternate plans not requiring computer access will be considered. Woodland promotes a safe, happy learning environment.

Please return this package as soon as possible. Copies of the full RUP are available for your records; as they will provide easy reference should an issue arise. If you wish a copy for your records, please email me and one will be immediately provided. As classwork and homework begin immediately during the school year, we urge you to return this form in a timely manner to avoid conflicts with classroom time.

Thank you,

Rafal Ochalski

Technology Chair / Technology Teacher/ Science Teacher

*(Detach here and return to your child's Technology Teacher)*

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**RESPONSIBLE USE POLICY RETURN FORM**

I understand that it is my responsibility to honor the Response Use Policy and uphold the Woodland Country Day School mission, goals, and objectives both online, offline, at school, and my home. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Technology Responsible Use Policy.

I have read the Responsible Use Policy and agree to follow these rules and guideline when using technology. This applies while I am at WCDS as well as when I am off campus.

Student Name (Printed) \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent / Guardian Name (Printed) \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

RUP revised Fall, 2018

