



Catlin Gabel

Upper School PARENT Technology Responsible Use Agreement

At Catlin Gabel School we integrate and adapt technology for instructional use to:

- Ensure access to digital tools, where appropriate, to enhance and transform daily learning
- Guide students in appropriately selecting and using digital tools for their own learning needs
- Provide opportunities for discussion and practice of digital literacy and digital citizenship principles

In order to achieve these and other goals, students agree to the following:

- I will bring my fully-charged and working laptop and power adapter to school daily.
- I will ensure my laptop is in good working order and will immediately visit the Technology Office for help if it is broken.
- I understand my Catlin Gabel account is provided to me for school and educational purposes. Personal use of my email account will be thoughtful and not excessive.
- I will make sure my password is at least 10 characters long and complex (combination of letters and numbers) and I will change it periodically or upon request by administration or the Technology Department.
- I will not share my password with anyone except upon face-to-face request from a Technology Department staff member, Catlin Gabel administrator or parent.
- I will not utilize my account or another person's account to gain unauthorized online access to other accounts or any other school-related system.
- For my own personal information security, I will limit emailing or texting personally identifying information such as birthdate, home address, social security number or driver's license number.
- I will read and respond to emails from my teachers daily.
- I will pause, think, and double-check to make sure anything I digitally post, repost, email or text (including but not limited to pictures, video, audio files, and text) is **not** illegal, abusive, degrading, defaming, obscene, sexually explicit, derogatory, disrespectful, discriminatory, insulting, demeaning, belittling, ostracizing, intimidating or threatening in any way. I understand that this is cyberbullying and will not be tolerated.
- I understand that uploading or downloading sexually explicit material is strictly prohibited. This includes transmittal of such material via text or through apps such as SnapChat.

- I understand that anything I post online becomes a permanent part of my digital identity and it is my responsibility to periodically review and maintain my digital identity to ensure it is an accurate reflection of me.
- I understand that classroom use of laptops, tablets, and other electronic devices is limited to relevant academic purposes except with explicit permission of the teacher. Recreational use of devices in the classroom and the library is not allowed.
- I will respect intellectual property by suitably citing any and all use of websites, books, media, etc. while adhering to Fair Use practices.
- I will be mindful of the amount of time I spend online, gaming, and recreationally using digital tools, and will work to maintain balance between the technology world and the natural world. I will seek help if I feel I am overusing technology or if I am having difficulty with time management.
- I understand these rules apply regardless of time, location or device used.

Violation of any of the above fundamental standards is likely to result in a student being sent before the Judicial Council. This group, consisting of students and faculty, considers violations of the community standards and recommends action to the Upper School Head.

By signing this document, you agree to work in partnership with Catlin Gabel School to support your child in adhering to the above standards.

Parent Name (please print) _____

Parent Signature _____ Date _____