

Waldorf School of Baltimore
Upper School
Computer Use Policy and Agreement

The computer is a powerful tool for research, communication and productivity. Responsible people endeavor to use it to its optimal potential fully aware of the possible ethical, legal and personal health issues involved.

The Internet has become a vital part of our information infrastructure. The educational value of appropriate information on the Internet is substantial. Internet resources provide access to research sources and opportunities for communication and collaboration, promoting educational excellence on curriculum-related projects. Used daily by educators, businesses, government agencies, and private individuals, mastery of this relatively new medium has become vital to our daily lives.

E-mail and Internet provide students and staff with vast opportunities. The goal is to promote educational excellence by facilitating and encouraging resource sharing, innovation, collaboration and communication. WSB believes in the educational value of these technology resources and recognizes the potential of such to support its curriculum and instruction, and student learning.

The Internet also includes material which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. The Waldorf School of Baltimore Upper School does not condone or permit use of this material. However, parents and guardians must be aware that direct supervision by school personnel of each student using school computers is not always possible. Thus, students are expected to use the resources in a manner consistent with the school contract and will be held responsible for their use. Parents should also discuss with their children their own expectations for their child's computer and Internet use.

Common sense and basic courtesy are the best guides for computer use. The following are details that will support the conduct expected of the students.

- Be brief. Few people will bother to read a long message.
- Minimize spelling errors and make sure messages are easy to understand and read.
- Use accurate and descriptive titles for articles.
- Remember that humor and satire is very often misinterpreted.
- Remember that if you post to multiple groups; specify all groups in a single message.
- Cite references for any facts you present.
- Forgive the spelling and grammar errors of others.
- Post only to groups you know.

Students are expected to communicate with respect, honesty and integrity. Any act or message which harms or deceives another person, or which violates any of the above rules, may result in suspension of network privileges or disciplinary action.

General Use

An Apple laptop will be issued to each student. The security and maintenance of the laptops are the sole responsibility of the students and families. Laptops may be taken home or left at school locked and charging in the storage closet. For safety and convenience, the use of memory sticks is recommended if computer access is readily available at home.

At school, students may use only the student printer (HP 2600) in black and white mode unless otherwise specified by a teacher or administrator. All assigned or required documents must be in Microsoft Office Document format or otherwise readable by Microsoft Office.

The usual rules concerning messaging, electronic games, entertainment video viewing, appropriate visual and auditory displays, playing of music and recordings, etc. apply to the computer. Students are limited to school oriented computer use during the school day. Commensurate disciplinary action will result from disregard of these rules.

Prohibited Use

- The following uses for the Internet are prohibited:
 - Any use that violates federal, state or local law or is in violation of school rules is prohibited. This includes, but is not limited to, the transmission of copyrighted materials. Students may not read or save any material on the network or on their computers, or engage in any computer-related activity, that is illegal
 - No student may access or alter anyone else's private files. All student work/information should be saved on the student's own computer, external memory or printed out.
 - Students may not view or transmit explicit descriptions or depictions of sexual acts via the school network.
 - Students may not use or alter any school computer without permission and direct faculty supervision.
 - Student laptops may only be connected via wireless or any network jacks provided and labeled specifically for student use.
 - Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially important in computer environments. Violations such as plagiarism, invasion of privacy, unauthorized access and copyright violation are grounds for disciplinary action.
 - United States copyright and patent laws protect the interest of authors, inventors and software developers and their products. Software license agreements serve to increase compliance with intellectual property, copyright and patent laws, and to help ensure publishers, authors and developers a return on their investments. It is against federal law to violate the copyrights or patents of computer software developers.

If a student has any question about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material, he or she should back out of that site or document at once.

Student Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____