

The use, advancement, and integration of technology throughout the academic program supports The Janus School's mission to provide excellence in education. Janus supports technologies that can contribute to the School's academic excellence by increasing student engagement with class materials, supporting active learning strategies, better matching teaching and learning styles, fostering communication and collaboration, and developing students' skills for future learning and work. In addition, we are committed to helping our students navigate in this 21<sup>st</sup> century technology-driven society, especially teaching and encouraging students to be a responsible digital citizen.

This Acceptable Use Policy applies to all computers, servers, supportive equipment, peripherals and software incorporated within The Janus School program including access to the internet. Use of The Janus School technology is a privilege granted to students, faculty and staff with the understanding that the guidelines found within the Acceptable Use Policy will be strictly adhered to.

Failure to follow these guidelines as outlined below will result in the immediate loss of all technology privileges and further disciplinary action. After reading the guidelines below both the student and the parent must sign and date the form. The form must then be returned to The Janus School. Access to technology will not be permitted until a properly signed document is on file.

#### **Local Area Network Use**

- 1) I will not disconnect or connect computers or other devices to the network without permission.
- 2) I will log in when I begin using a computer and log out when I am finished. I will never share my passwords with anyone. I will never use anyone else's password.
- 3) I will not attempt to access or change computer system configurations, load or delete software, or download any programs. I may not, under any circumstances, load or run my own software on any Janus School computer.
- 4) I will be considerate of others' rights to privacy. Therefore, I will not access, destroy, delete, copy, read or change anything written or designed by someone else without their permission and the permission of a faculty member.
- 5) I will access and use the personal account provided for me by The Janus School. I will not use another individual's account or password at any time, place information or files in another individual's folder, and I understand that all accounts may be limited or inspected by The Janus School to determine appropriate use.
- 6) Janus teachers have the discretion of allowing Janus students to use their own personal device in their classroom only when it supports learning. With permission from both the teacher and the Director of Summer Programs, a student may be allowed to connect their device to the Janus wireless network for educational reasons. Use of my own device for school purposes requires that I follow these guidelines:
  - The Janus wireless network is only to be used for educational reasons. The rules and responsibilities in this AUP apply.
  - The device must be pre-approved by the Director of Summer Programs and the classroom teacher.
  - Any personal computer or device must have an up-to-date anti-malware program.

## Student Acceptable Use Policy

### The Janus School

- The device may be used under the supervision of a faculty member at the appropriate times.
  - The device may not contain any hardware or software in violation of copyright laws.
  - The device may be inspected at any time at the discretion of a Janus School faculty member.
  - It is the student's responsibility to make sure their own device is secure. The Janus School will not be held responsible for any theft or damage.
  - The School is not responsible for the maintenance or repair of a student-owned device.
  - If the device is found in violation of any of these guidelines or any other in this Acceptable Use Policy, it will be removed and the user may be subject to disciplinary action.
- 7) The use of any Janus computer for any illegal, inappropriate, or obscene purpose is prohibited.
- 8) I understand that The Janus School reserves the right to make changes to this policy without prior notice to ensure the safe and secure use of technology. Questionable uses of the network covered and not covered by this document will be subject to disciplinary action.
- 9) I understand that The Janus School owns the network and reserves the right to examine and log all files and activities that occur on any computer used on school property or in conjunction with the Janus School network. This includes, but is not limited to, internet use and history, e-mail, and files.

#### **Internet Use**

- 1) I will not visit websites that contain violence or sexually explicit materials, which advocate illegal drug use or alcohol use, or which offer online gambling. I will not bypass network restrictions.
- 2) I will not give any personal information about myself or another person such as name, address, telephone number, school name or location, or birth date.
- 3) I am not permitted to access or use my own personal e-mail account at any time on any computer without requesting and receiving specific verbal or written permission from the instructor.
- 4) I will not acquire, distribute, or allow distribution of harmful software such as computer viruses. I will not use, copy, or download software from the internet.
- 5) Only properly authorized sources of information are to be used. I will document all sources that I use for research; including the site address and the date I accessed the site. I will not use the computer to acquire, use or represent other people's work as my own. Plagiarism (the taking of ideas or works of others and presenting them as if they were my own) of any information is absolutely unacceptable and will result in immediate disciplinary action.
- 6) If I find any information to be offensive, I will immediately report it to the faculty member in charge.
- 7) Cyberbullying, or the use of phones or internet to intimidate or harass other students, will not be tolerated.

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**General Use**

- 1) Don't be wasteful. Save only what you need. Print only what you need.
- 2) Ask for help if there is a problem. Be willing to learn new computer skills.
- 3) Treat your computer with respect; try not to touch the monitors and be gentle with the keyboard and mouse. Please be sure that your hands are clean when you use a computer.

By signing below, I acknowledge that I have read this Acceptable Use Policy. I recognize that, while The Janus School takes reasonable measures with content filters and cybersafety education to ensure that students do not access unacceptable materials online, it is impossible to prevent access to all inappropriate and objectionable material, and I will not hold The Janus School responsible for materials acquired or contacts made through the internet.

I understand that failure to adhere to these guidelines may result in suspension of some or all technology and internet privileges and may also result in further disciplinary action.

Please sign and date.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date