Webb School of Knoxville
Responsible Use Policy for Educational Technology

What is Digital Citizenship at Webb?
Digital citizenship is defined as the expected behavior of members of the Webb community as they use responsible practices with regard to technology. As a way to better understand the complexity of digital citizenship and the issues of technology use, abuse, and misuse, the International Society for Technology in Education has identified nine general areas of accepted practices that make up digital citizenship. Members of the Webb community, as digital citizens, shall act in a responsible, ethical, and legal manner in the following areas:

1. Etiquette: electronic standards of conduct or procedure
2. Communication: electronic exchange of information
3. Education: the process of teaching and learning about technology and the use of technology
4. Access: full electronic participation
5. Commerce: electronic buying and selling of goods
6. Responsibility: electronic responsibility for actions and deeds
7. Rights: those freedoms extended to everyone in a digital world
8. Safety: physical well-being in a digital technology world

Responsibilities
- All members of the Webb community shall demonstrate ethical behavior when using technology.
- Faculty and staff shall instruct, provide guidance, and support students in the appropriate use of technology.
- Students shall act appropriately and in a responsible manner when using technology. Technology use at Webb is for educational purposes only.
- Families should set and convey standards for technology use in the home.

Restrictions
The following are restrictions on the use of technology through school systems, on school property, at any school-sponsored event, or in connection with school-related work, even if conducted at home:

- Using any technological device for accessing, uploading, downloading, transmitting, displaying, or distributing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images at any time.
- Unauthorized modification of, damage to, or compromising of any technological device, computer system, or network.
- Attempting to gain unauthorized access to technological devices, network systems, the Internet, or the work of others.
- Using any type of computer hacking software, pirated software, or P2P (peer-to-peer) file sharing software.
- Setting up a network server or wireless access point and/or providing network services on school property.
- Transmitting any personal information, yours or that of others, on the Internet, network, or technological device.
- Taking unauthorized photos, videos, or other recordings of members of the community.
- Unauthorized transmission of photos, videos, or other recordings of others on the Internet, network, or other technological devices.
- Accessing auction sites, gambling sites, or any other inappropriate sites.
- Accessing online games that are not related to the curriculum and approved by a teacher.
- Using the Internet or any technological device in class without permission and/or supervision by a staff/faculty member.
- Violating copyrights, plagiarizing, trespassing in another person's accounts, folders, work, or files on all technological devices.
- Violating local, state, or federal statutes.

**Consequences**

Consequences for violating the above-mentioned rules shall include, but not necessarily be limited to, verbal warnings, detention, suspension of technology/computer privileges, school suspension, and separation (expulsion) from Webb School of Knoxville. Any abuse of the Responsible Use Policy for Educational Technology may be considered a disciplinary violation and/or violation of Webb School of Knoxville’s Honor Code.

**Disclaimer**

Webb School of Knoxville does not have control of the information on the Internet or incoming email, and although an Internet filter is utilized across the campus, it does not always prevent users from accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of Webb School of Knoxville. As Webb’s intent is to make Internet access available for educational goals and objectives, all members of the Webb community shall obey the Responsible Use Policy for Educational Technology outlined in this document. In addition, the school reserves the right to view all communications generated on school systems, on school property, or at any school-sponsored event. This policy expressly applies to the student's personal electronic devices. Webb is not responsible for any personal technological devices brought on campus, any loss of data due to faulty connections, or equipment failure.

**Acceptable Network and Internet Uses**

Network and Internet use at Webb is to support research and education. Its use is to be consistent with Webb’s Honor Code and the educational objectives of the school. Use of the school's network and the Internet from any technological device (school-issued or personal) may be monitored by school officials.

*All members of the Webb School of Knoxville community shall:*

- Be polite in all communications using technological devices. This includes using appropriate language at all times. Vulgar, abusive, obscene, threatening, discriminatory, disrespectful, or harassing language, as defined by the division head, shall not be tolerated.
- Be responsible for all uses of their network accounts (i.e. server, email, blog, etc.)
- Use the network for educational purposes at all times.
- Use the network to store school-related files only. The network may not be used to store personal photos, music, video, or game files.
- Adhere to all copyright laws and fair use of information policies.
- Notify a teacher or administrator if it is suspected that someone else knows your password or might be using your account.
- Report the discovery of another person's password to a teacher or administrator immediately.

*Unacceptable uses of network resources and Internet include, but are not limited to:*

- Accessing, submitting, posting, publishing, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, disrespectful, sexually explicit, or illegal material.
- Accessing the data or account of another user.
- Erasing, renaming, moving, or making unusable anyone else's files, equipment, or programs. Altering files of another user is considered vandalism.
- Authorizing anyone else to use your account name(s) or files for any reason.
- Conducting any illegal activities that utilize network resources.
- Accessing resources for gambling, gaming, shopping, trading, etc.
- Using network resources for any commercial purposes, private advertising, or personal hobbies, specifically, but not limited to: web hosting, game server, chat rooms, etc.
- Downloading copyrighted material for other than legal, personal use.
- Posting pictures, videos, or other recordings of another person.
- Posting material authored or created by another without his/her consent.
- Constructing, owning, or contributing to a website that negatively affects the name of the school or any of its students, faculty, staff, or administration.
- Accessing of anonymous Web surfing and proxy Web browsers.
- Installing or running any software on the Webb School of Knoxville network without authorization by the network administrator(s).
- Changing any settings on technological devices, including but not limited to, dashboards, preferences, control panels, system components, or configuration files, unless directly supervised by a teacher or administrator.
- Leaving a technological device without logging off from the network.
- Eating or drinking while using a computer or other technological device.
- Removing any peripheral device such as a keyboard, mouse, etc.

Electronic Communication
Electronic communication is the exchange of electronic messages and computer files between computers and/or other electronic devices that are connected to the Internet or some other computer network. This includes, but is not limited to, email, texting, iChat, and instant messaging systems.

General Electronic Communication Guidelines:
- Sending and receiving electronic communications related to or in support of illegal activities are prohibited and must be reported to appropriate system administrators.
- Recognize that email is not guaranteed to be private. Network administrators have access to all mail. The inspection by system administrators may be done without the consent of the sender or identified recipient.
- Discussing confidential or sensitive information through electronic communication is prohibited, except to counselors, administrators, or teachers.
- Use appropriate language – disrespectful, obscene, or inflammatory language, ethnic or racial slurs, and bullying are prohibited.
- Revealing, publicizing, using, or reproducing confidential or proprietary information regarding the Webb community is prohibited.
- Transmitting inappropriate pictures, videos, or other types of electronic media or software is prohibited.
- Using your Webb School of Knoxville email for commercial purposes is prohibited.
- Sending unsolicited junk mail, chain letters, jokes, advertisements, and messages relating to political lobbying is prohibited.
- Sending electronic communications representing you as another person is prohibited.
- Sending electronic communications anonymously is prohibited.
- Sending electronic communications that are inconsistent with Webb School of Knoxville’s Honor Code is prohibited.
- Opening unknown emails or email attachments could compromise the school’s network and should be avoided.
- Forward unknown emails or spam to spam@webbschool.org.

Web Publishing
Web publishing describes any content that is posted on the Internet and includes, but is not necessarily limited to, websites, blogs, Wikis, microblogs, instant messaging programs, podcasts, VoiceThread, photo storage sites, and social networking sites. Anything that is placed on the Web for public consumption falls under these guidelines. Any Internet posting will be for educational, non-commercial use, and all postings must have prior approval from teachers or system administrators.

All members of the Webb School of Knoxville community shall:
- Think before posting anything. Content published on the Web is permanent.
- Act safely by keeping personal information out of posts. Students will not post or give out family names, passwords, user names, email addresses, home addresses, phone numbers, school name, city, country, or other information that could help someone locate or contact the student in person. Students may share interests, ideas, and preferences.
- Never log in as another member of the Webb School of Knoxville community.
- Treat the space as a classroom space. Speech that is inappropriate for class is also inappropriate on the Web. Students are encouraged to engage in debate and conversations with others; however, they will conduct themselves in a manner reflective of a representative of Webb School of Knoxville. Comments of any kind will be thoughtful and respectful.
- Use Web publishing tools as a forum for expression. However, it is first and foremost a tool for learning, and as such will sometimes be constrained by the various requirements and rules of classroom teachers. Students are welcome to post on any school-appropriate subject.
- Use Web publishing tools as a vehicle for sharing creative expression with real audiences. Most visitors who comment will leave respectful, helpful messages. Students who receive uncomfortable or disrespectful comments will tell a teacher right away. Students will not respond to the comment.
- Never construct, own, or contribute to a website that negatively affects the name of the school or any of its students, faculty, staff, or administration.
- Follow copyright laws and fair use practices. Words, photographs, music, video, and all intellectual property belong to the creator and are protected by copyright. Students will never post the work of others without providing proper citation.
- Follow these guidelines for all school-related work, even if conducted at home. It is expected that the student will use the same standards of behavior when using the Web for personal purposes.

Copyright and Fair Use Guidelines

All members of the Webb School of Knoxville community shall:

- Properly document all ideas, insights, materials, and images obtained through research. Ideas and information are the property of the creator. Using another person's ideas without permission is theft. Plagiarism is taking the ideas or writings of others and presenting them as your own.
- Follow all copyright rules and regulations. Copyright infringement occurs when one reproduces or copies works that are protected by copyright. All material on the Internet is considered to be copyrighted unless otherwise stated.
- Use the Fair Use Guidelines for Educational Multimedia when completing papers, multimedia presentations, or other school projects.
- Document the use of any image found on the Internet by a URL or citation.
- Follow any additional copyright and fair use policies outlined in the divisional handbooks.
- Use legal software. Users shall not install illegally copied software on any technological device. The use of illegally copied software is considered a criminal offense.
- Use of any type of computer hacking software, pirated software, or P2P (peer-to-peer) file sharing software is prohibited.

Cell Phones and Other Electronic Devices

Cell phones and/or electronic devices include, but are not limited to, CD players, iPods or MP3 players, iTouch, iPads, or other web browsing devices, and hand-held Game Boy/PSP/DS devices

- Shall only be used in areas and during times designated by each division. At all other times, cell phones shall be kept out of sight and turned off.
- Use of cell phones and/or electronic devices, on campus or at any school-sponsored event, shall be subject to all guidelines outlined in the Responsible Use Policy.
- Use of cell phones is prohibited in the library during and after school hours.
- Teachers retain discretion to allow the use of electronic devices for educational purposes.
- Parents are requested to refrain from calling or texting their child during the school day. Messages should be given to the respective division office. The division office will then deliver the message to the student.
- Electronic items that are seen, heard, or used during school hours and/or in violation of the Responsible Use Policy shall be confiscated.
- Webb school has the right to look at any activity on electronic devices that takes place on our campus or utilizes our internet.
Social Media Policy

Purpose:
Webb School of Knoxville understands the importance of teachers, students, and parents engaging, collaborating, learning, and sharing in the fast-moving world of the Internet and social media – such services as Facebook, Twitter, YouTube, Wikipedia, blogs, and many other online tools through which people connect and share information. With this in mind, Webb School has developed the following guidelines to provide direction for instructional employees, students, and the school community when participating in online social media activities.

- Whether or not an employee chooses to participate in a blog, Wikipedia, discussion forum, online social network, or any other form of online publishing or discussion, it is his or her own decision. However, to the extent that employees, faculty, parents, and members of the school community represent Webb School to each other and to the wider community, participation in such social media should be done responsibly with a mind toward how both the location where one chooses to participate and the content one posts reflect on that person individually and on the school.
- Issues concerning the proper respect for the privacy of our students, confidentiality of sensitive information, and respect for copyrights and trademarks are all important to understand before participating in an online social environment.
- Webb School encourages employees and students to participate in social computing and strive to create an atmosphere of trust and individual accountability, keeping in mind that information produced by Webb School, our faculty, staff, students, and their parents is a reflection on the entire school community and is subject to our Honor Code, the school’s mission, and the obligation to protect the children entrusted to us.
- By accessing, creating, or contributing to Facebook, Twitter, YouTube, blogs, discussion forums, Wikis, podcasts, or other social media for classroom or school use, you agree to abide by these guidelines. Please read them carefully before making use of such social media.
- If you have any doubts or concerns about how these guidelines apply to you or your situation, or how they might apply to some new form of social media in the future, please err on the side of caution and direct your questions and concerns to the Head of the School before you make use of such media. In the online world, an ounce of prevention is worth far more than a pound of cure.

General Guidelines:
- Consult the student handbook. Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.
- Use good judgment. Think about the type of image that you want to convey on behalf of the school when you’re posting to social networks and social media sites. Remember that what you post will be viewed and archived permanently online once you hit the “publish” button.
- Provide value. Think about what you have to offer the community, whether it’s thoughtful, relevant blog posts, newsy tweets, or homework help, and focus on providing that consistently. Look for opportunities on these social sites to offer recommendations or services to engage patrons and provide value to your community. Don’t be an Internet “troll” by posting or passing along mass email forwards and urban legends (funny stories, videos, non-school photos, and other “SPAM”).
- Accept responsibility. If you’re wrong about something, admit it and move on. It’s not the end of the world to have made a mistake; and in the long run, it’s better to be honest about it and apologize than to deny it or cover it up.
- Copyright and Fair Use
  - Hyperlinking to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. If you are re-posting photos, videos, poems, music, text, artwork, or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.
When hyperlinking to other sites and media, be sure that the content to which you are hyperlinking is appropriate and consistent with these guidelines.

Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer’s permission – even if they are photos of you and for which you paid. Most photographers will charge a little extra for “digital rights” to photos.

Profiles and Identity

Remember your association and responsibility with Webb School in online social environments. Remember that how you represent yourself online should be comparable to how you represent yourself in person.

No identifying personal information, such as full names, addresses, or phone numbers should appear on blogs, Wikis, or other social media.

Be cautious about how you set up your profile, bio, avatar, etc. The same guidelines apply to this information as well as the substantive content you post.

When uploading digital pictures or avatars that represent yourself, make sure you select a school-appropriate image. Also remember not to utilize protected images.

Social Bookmarking

Be aware that others can view the sites that you bookmark.

Be aware of words used to tag or describe the bookmark.

Be aware of URL shortening services and verify the landing site they point to before submitting a link as a bookmark.

Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

Student Guidelines:

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into greater levels of responsibility and accountability for everyone. Below are guidelines students at Webb School should adhere to when using Web tools in the classroom or in any academic or school-related activities. Also understand that as a Webb student, you represent the school even when you are not posting to social media during class time, and you should follow these guidelines anytime you post material that could identify you or your relationship to the school.

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

- Follow the school’s code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.

- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs, or other clips.

- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity.

- Blog and Wiki posts should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation. If you edit someone else’s work, be sure it is in the spirit of improving the writing.

- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.
**Parent Guidelines:**

Classroom blogs and other social media are powerful tools that open up communication among students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. Webb School encourages parents to participate in such projects when appropriate, but requests that parents act responsibly and respectfully at all times; understanding that their conduct not only reflects on the school community, but will be a model for our students as well.

**Parents should adhere to the following guidelines:**

- Parents should expect communication from teachers prior to their child’s involvement in any project using online social media applications, i.e., blogs, Wikis, podcasts, discussion forums, etc.
- Parents will be asked to sign a release form for students when teachers set up social media activities for classroom use.
- Parents will not attempt to destroy or harm any information online.
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to read and/or participate in social media projects.
- Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
- Parents should not upload or include any information that does not also meet the student guidelines provided.

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STUDENT • PARENT/GUARDIAN CONTRACT

As a user of the Internet and technological devices at Webb School of Knoxville, I hereby agree to follow Webb’s Honor Code and comply with the guidelines listed in the Responsible Use Policy for Educational Technology. This policy includes my participation in social media (Facebook, Twitter, YouTube, etc.). I fully understand that a violation may result in a loss of access as well as other disciplinary or legal action.

Student Name ____________________________________________

Signature ________________________________________________

Date __________________________

Grade __________________________

As the parent or legal guardian of this student, I authorize him or her to access the Internet via Webb School of Knoxville. My student is responsible for using the Internet and other technological devices in an approved and appropriate manner as outlined in the Responsible Use Policy for Educational Technology and Webb’s Honor Code. This document may be found on the Webb School website on the division portal page under important information.

Parent/Guardian Name ____________________________________________

Signature ________________________________________________

Date __________________________