Electronic Use Policy

This policy governs all school Electronic Communications Resources provided or sponsored by The Buckley School, including but not limited to, the Internet, email, computers/laptops, cell phones, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, and documentation that supports electronic communications services ("Electronic Communications Resources").

The Buckley School's Electronic Communications Resources are used to support educational objectives. The goal in providing these vast, diverse, and unique technological resources is to promote educational excellence by facilitating resource sharing, innovation, and communication.

A student’s use of these technologies is a privilege, not a right, and is subject to a variety of strict rules. Failure to adhere to these rules will result in having the privilege to use these resources suspended or revoked, including disabling the student’s user account and prohibiting the student from using any computer/iPad equipment at Buckley. Additionally, it may result in discipline up to and including expulsion. The following rules are meant to provide students and school families with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct through the school’s electronic communications that violates the school’s conduct and discipline policies, or is detrimental to the school and its mission, and/or harmful to other students.

Proper Usage

Technology resources are provided to promote educational excellence. During class time, computers and other Electronic Communications Resources are to be used for academic purposes only. Students agree to report any misuse of the school’s Electronic Communications Resources to an appropriate staff member.

Students agree to:

- Use the Internet at school for school-related activities only. Students are not permitted to play video games using either a Buckley computer/tablet or their own computer/tablet/phone, online or otherwise, unless permitted or expressly directed to do so, by a Buckley employee.
- Only use the Internet or any other Electronic Communications Resource with permission from a teacher, and under the supervision of a Buckley employee.
- Keep their passwords private and never attempt to discover or use the login information of another student, even with that student’s consent.
- Treat technology equipment with respect and contact a teacher if they discover broken equipment.
• Refrain from acts of vandalism. Vandalism includes any malicious attempt to tamper with the equipment in a way that inconveniences others or destroys the property, including data, of any user or system on the Buckley campus or on the Internet.
• Obtain teacher permission before copying, downloading, or installing any software or programs to or from school computers.
• Obtain teacher permission before using disks or flash drives from sources outside the school.
• Respect The Buckley School’s security measures on School or remote computers or networks. It is never acceptable to circumvent security configurations.
• Only visit websites with appropriate content. It is never acceptable to knowingly access any sites, or follow any links, that would be offensive to any student, teacher, or parent because of pornographic content, nudity, or obscenity; racial, ethnic, or minority slurs; or violent or illegal content. If a student finds an inappropriate website, he/she will leave it immediately and will not show it to another student. Students will seek guidance from a teacher if they encounter any site or material that is inappropriate, or if they are unsure how to proceed.
• Represent The Buckley School appropriately, both at home and school. Students must be that they are representative of Buckley, and what they say and do can be viewed globally. It is never acceptable to write, send, download, or display inappropriate, obscene, threatening, or otherwise harmful messages, pictures, video or music to anyone in The Buckley School community from home or school via online communication such as emails, text messaging, social media, etc. The School refers to this as “Cyber-Bullying” and such conduct is also prohibited by the School’s anti-bullying policy. If a student becomes aware of such behavior, he/she must report this to a teacher or administrator immediately.
• Keep their personal address, phone number, financial information, or any other personal contact information private. They will not share personal information about others, including peers and teachers over the internet.
• Practice good digital citizenship when researching or producing schoolwork. Students will not plagiarize works found on the Internet; students are responsible for producing their own work in completing school assignments. Students may not post, download, copy, or send copyrighted material without permission.
• Responsibly use communication tools. It is never acceptable to post chain letters or engage in “spamming.” Spamming is sending an annoying, or unnecessary message to a large number of people.
• Refrain from making or sending audio or video recordings. Students are prohibited from making or sending audio or video recordings of other people using the School’s Electronic Communications Resources unless specifically authorized to do so by a teacher or administrator.
• Respect security configurations and limitations on access. Students may not circumvent security measures on school computers or networks or otherwise attempt to gain access to another’s resources, programs, or data without their consent.
• Students must promptly disclose to a teacher or other administrator, any message they receive that is inappropriate or makes them feel uncomfortable. Also, if a student mistakenly accesses inappropriate information, the student should immediately inform a teacher or an administrator.

Communication is Not Private
Each student’s online communication is a reflection of school. Email to and from our school is not private and may be monitored by the school as needed. Students have no right to privacy in their use of Electronic Communications Resources in any way, including computer, mobile devices, internet
connections, email system, or other resources. Students understand that electronic communications transmitted or received through the Buckley server, a school-owned electronic device, or any personal electronic device used on campus are not private and may be viewed by the school in its sole and complete discretion. Messages relating to or in support of illegal activities will be reported to the proper authorities. Students understand that at any time, without notice, a Buckley employee may access my school-provided email, Google, and MyBUCKLEY account to ensure compliance with The Buckley School Family Handbook rules of student behavior and may access all personal electronic devices and personal email accounts while a student is on campus.

Parental Use and Conduct
If parent or legal guardians have occasion to use the school’s Electronic Communications Resources, they are considered bound by this policy as well.

Use of Personal Electronic Devices/Cell Phones at School
Students are prohibited from using their cell phones during school hours. In the event of an emergency, if a student needs to make a phone call during the school day, the student may visit the Lower or Middle/Upper School offices.

Students in the Lower School understand that cell phones, tablets, laptops, wearable technology, or other electronic devices and their accessories (i.e., iPads, iPods, headphones, earbuds, smartwatches, Fitbits, etc.) are not allowed to be used on campus from arrival on campus in the morning through pick-up after school, including during afterschool programs.

Students in the Middle and Upper School may only use personal cell phones and other personal electronic devices (aside from laptops) on campus prior to 8:15 a.m., or after 3:00 p.m.

Students in the Middle and Upper School may use laptops at school for course-related work only, and may only use their laptops in the library, a classroom with teacher supervision, or during class if the teacher allows the laptop to be used for instructional purposes. Upper School students may also use their laptops during their free periods in open areas as long as they are working on course-related material. Unsupervised laptop use is not allowed in the locker areas or in the hallways of any building. All electronic devices that a student brings to school should be securely stored in students’ lockers, which should be locked at all times.

If students use cell phones and other personal electronic devices in violation of this policy, the device may be confiscated by a school faculty/staff member and turned into the school office or other location. Parents can retrieve the device from the office or other location after scheduling and attending a meeting with the Head of the Lower, Middle, or Upper School, as appropriate, to discuss the school’s policy. Repeated offenses can result in loss of technology privileges or more serious consequences deemed appropriate by the school, including suspension or expulsion.

Social Media Policy
Part of learning to be a successful citizen and community member includes understanding that social media and digital communication are essential parts of our world today. It is important to recognize that access to information can result in tremendous advantages, but it can also create new responsibilities
Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, and Snapchat. When students use social media for academic purposes, such as for a school assignment, they should treat the platform as a digital extension of the classroom, and the same rules apply online as they do at school.

To the extent that students engage in any use of the Internet, social media, or electronic communications that creates a substantial disruption at school or materially interferes with school activities, that reasonably leads the school to foresee such disruption or interference, or which interferes with the rights of students, employees, or school families, the school may take disciplinary action against students, regardless of whether that use is through devices and resources of the School or any personal devices or resources. Moreover, students are required to follow all school rules in their use of Internet, social media, or electronic communications, including adherence to the school’s Policy Against Bullying, and its Harassment, Discrimination, and Retaliation Prevention Policy.

The following rules apply to all students’ use of Internet, social media, or electronic communications, regardless of whether that use is through devices and resources of the school or any personal devices or resources:

**No Unlawful or Prohibited Harassment or Threats**
Students cannot post statements, photographs, video or audio that reasonably could be viewed as unlawful harassment or discrimination or otherwise violating the law such as unlawful threatening conduct. Examples of such conduct include offensive posts that could contribute to a hostile work environment at the school on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or any other status protected by law. Examples of unlawful threatening conduct include posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

**No Bullying of Fellow Students**
Students are prohibited from engaging in conduct that violates the School’s Policy Against Bullying. Students should take cyberbullying seriously. If a student is being cyberbullied or hears about/observe someone else being cyberbullied, report the behavior and get help. Students can tell a parent, school staff, adult family member, or a trusted adult. If no adult is available and the student or someone else is in immediate danger, the student should call 911. It is important not to respond to, retaliate to, or forward any harassing, intimidating, or bullying content. “De-friend” block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behavior continues. If the behavior is school-related, students should print out the messages and provide them to the school when they report the incident.

**No Inaccurate or Defamatory Statements**
Students should post accurate information and be accountable for what they post. Students must never communicate any information or rumors that they know to be false about fellow students, faculty, or
employees of the School, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. Students can include a link to sources of information. If students make a mistake, they should correct the information, or retract it promptly.

**Do Not Infringe Others’ Rights or Privacy**
Students must not disclose information that may violate student, School family, or employee rights. For example, students must not disclose another individual’s social security number, medical information or financial information in a manner that violates that person’s privacy rights.

**Additional Guidance**
As a recommendation, if a student would like to keep his or her personal life separate from school life, the use of privacy settings should be used to restrict personal information on public sites. Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, students should determine whether to change the default settings to make access to postings more or less private. Also, students should consider whom they invite or accept to join their social network, as those individuals will have access to their profile, photographs, etc. Even if a student has private settings, those whom the student invites into his or her network can easily, print, save, cut, paste, modify or publish anything the student posts.

Students should get their parents’ input about what information they feel should remain private and what is fine to post publicly. Parents may provide guidance and supervision of student online activities by having access to student passwords and usernames.

Many colleges and employers will search social media before making hiring and admissions decisions, and it is important to remember that online actions leave a permanent record. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in student’s on-line posting and activity. Students should take a few extra minutes to think about whether a post will be hurtful or embarrassing to them or others or whether it could negatively affect a future opportunity.

Students should protect themselves online and should try not to post too much identifying information that could risk their safety or increase the chance of identity theft.