

Technology

The Upland Country Day School Technology Department staff supports UCDSNET which includes, but is not limited to, Upland Country Day School's network, email system, servers, computers, printers, ipads, ipods, telephones and other technologies, such as ActivBoards. We provide ongoing assistance throughout the year to our students and employees. Upon presenting any personal Apple educational tool to be assigned an IP address required for assignment to UCDSNET, the user agrees to Upland Country Day School's Acceptable Use Policy (AUP) and Upland Country Day School's Web 2.0 and Social Media Policy. Please note that all personal and school technological devices including but not limited to computers, cell phones, tablets, and MP3 players fall under the guidelines found in the Upland Country Day School Acceptable Use Policy and the Upland Country Day School's Web 2.0 and Social Media Policy. These guidelines are in place regardless of network connectivity. The fore mentioned policies are found in both the Employee and Student Hand Books.

All students are required to attend an orientation session conducted by homeroom teachers at the beginning of the school year to discuss the school's expectations for student conduct as it relates to technology. Please review this policy closely. It is the complete source of the school's specific rules that apply to your use of Upland Country Day School's electronic equipment or your personal technology on campus, students' online conduct in e-mail, social networking sites, all Web 2.0 activities, etc.

Students may have digital storage space for their academic work available on the school server. Teachers of various areas of study request this space and distribute such information to their students.

Upland Country Day School provides a variety of electronic equipment, media, and services for school community members. Academic work takes precedence over other use. By and large, your use of school equipment is governed by policies already in place in the student handbook: Understanding, Trust, and Responsibility.

Acceptable Use Policy: Students will govern our technology use in accordance with the standards of Upland Country Day School's Honor Code:

"I will strive at all times and to the best of my ability and maturity to conduct myself in a manner which will bring credit to my school and myself; to act responsibly and decently; to try to understand all sides of any situation; to be helpful to others; to trust my schoolmates and teachers to be fair and honest; and to keep my school clean and attractive. I will respect the property of the School and other students at all times; I will not damage or deface others' property; and I will not borrow or take others' property, no matter how small, without permission. I will abide by all school rules as stated in the Student Handbook and work in a positive manner to support my classmates, the faculty and the School."

In order to apply these standards to UCDSNET, students need to remember that digital information is a form of property and electronic mail (e-mailing and Instant Messaging) is a form of speech.

The following standards must be honored:

E-Mail and Text Messaging are:

- to be used as a positive and productive means of communication;
- to be considered the same as paper mail;
- easily distributed to others so use care when sending it.

Passwords are:

- individual private property. Therefore, the use of someone else's password is a form of theft;
- a virtual representation of that individual. It is not acceptable to use a computer that is logged in under another's username and password.

Commercial software is:

- meant to be purchased. Students who didn't buy it, shouldn't use it.
- not to be distributed to others.

UCDSNET and Internet Access: Safety and Respect

- Treatment of others in virtual social interactions like MySpace, Facebook, e-mail and Instant Messaging should be governed by the same respectful code of conduct that we use at Upland Country Day School.
- Upland Country Day School entrusts students to make wise choices about the content they access via UCDSNET. Obtaining and/or distributing material that is pornographic, violent or otherwise hurtful will not be tolerated, and may, with permission of the Head of School, result in files or communications being examined.

- We are a community in which all members are expected to show mutual respect and compassion for others. As such, there are certain responsibilities that come with the privilege of being able to use the school's network and physical equipment. Since this network reaches beyond Upland Country Day School, all members of the community are expected, at all times, to act as ambassadors for the School when using these resources. All Upland Country Day School students are expected to understand that school rules apply to the use of the Upland Country Day School network. Students will abide by them in letter and spirit, and understand that violating them will result in disciplinary action by the School, up to and including dismissal.

A number of educational institutions use the acronym LARK to remind their students to honor internet principles and etiquette. All users of UCDSNET are asked to honor these internet principles and etiquette by asking themselves if their actions are :

L: Legal A: Appropriate R: Responsible K: Kind

UCDSNET Privacy Expectations Upland Country Day School's network resources, including all telephone and data lines, are the property of Upland Country Day School. Upland Country Day School does not routinely monitor an individual's use of the network, the contents of e-mail, or the contents of voice mail; however, such monitoring may occur when required to protect the integrity of the system, to comply with legal obligations, or when deemed necessary. Users should not send, receive, browse, post, share, or take part in any activities which could be considered as compromising our school's guiding principles. Although the School will, to the extent possible, respect the privacy of all legitimate users on the network, it does reserve the right to conduct routine maintenance and track problems that might interfere with the function of the network. In such cases, contents of e-mails or voice mails may be inadvertently revealed. In addition, Upland Country Day School reserves the right to access, view, collect, or monitor any information or communication stored on or transmitted over the network in the course of an investigation of impropriety. This will only happen with the specific and express permission of the Head of School, but as a matter of course users must recognize that there is no guarantee of privacy associated with their use of the School's technology resources. Users should not expect that e-mail, voice mail, or other information created or maintained in the system (even when marked "personal" or "confidential") is private, confidential, or secure.

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