MARET

2019-2020 Upper School

RESPONSIBLE TECHNOLOGY USE POLICY

As Maret's Mission states, "We ignite our students' potential and foster their academic, artistic, and athletic talents." Technology is a critical tool that helps us achieve this goal by facilitating interactions and providing access to the world beyond Maret. However, this tool requires thoughtful and careful use so that we may foster a learning environment where all members of the community feel both respected and connected to each other. The way we use computing devices and engage online should mirror our core values. The following paragraphs provide guidelines to help students use technology responsibly and thoughtfully.

Technology use during the school day

• Technology clearly enriches our lives in countless ways. Technology can greatly expand our notions of community, but as members of a diverse K-12 brick-and-mortar community, we must be mindful of how we use it throughout the day. Students should recognize the value of face-to-face interactions with their peers and with teachers and consciously engage in these interactions during the school day. Students should also be conscious of how their behaviors involving technology—the websites they visit, the music they play, the calls they make, the volume they use—can distress or make uncomfortable other members of the community if those behaviors are distracting or potentially offensive. Similarly, while Maret does not structure students' free hours, we encourage those who utilize technology during free time to be thoughtful of the content they choose. Furthermore, students should be mindful of the rich diversity on our campus—both in terms of age and in terms of varying religious, political, and ethical beliefs. Engaging in any illegal activity, gambling, or downloading or viewing pornography is inappropriate in a school setting and will not be tolerated.

Positive online presence

• Each student is responsible for making good choices with technology. While technology can positively expand community, it can also present challenges. Students should strive to maintain a positive online identity. To facilitate respectful interactions in our community, Maret will also not tolerate bullying, slurs, personal attacks or threatening behavior, or exchange of sexually explicit material, whether this communication is done on or off campus. These behaviors serve only to diminish individuals' sense of self and feelings of safety within the school and thus do not contribute to a positive learning environment. The anonymity, remove and ease of distribution that characterize many online interactions only increase the potential for harm.

Using technology ethically

• The Internet offers an unparalleled array of information and entertainment. Utilizing that array responsibly requires that students recognize legal and ethical boundaries of fair use. Students should remember that authors create web pages, and these authors own the words, images, and ideas that appear there. Students should respect these authors' rights to ownership of this material and give credit to them when using their work in any curricular or co-curricular work. Students should also remember that composers, filmmakers, writers, and photographers who create content not intended for distribution over the Internet have ownership rights, too. Uploading or downloading files of copyrighted material, including music, through file-sharing sites is unethical and may have legal ramifications both for the student and for Maret. It does not matter how the material is accessed or where the material resides.

Privacy and technology

• Though the school respects the privacy of its students, all the information stored on Maret devices, email accounts, or other Maret systems falls within the school's supervision. Therefore, in the rare instances that students are abusing proper use by storing too much data, or using devices for inappropriate purposes, the school may search for and remove files and content from its systems. Students are encour-

aged to maintain separate, personal email accounts outside of the maret.org domain for purposes that are not related to Maret and Maret's mission.

The health of our technological systems

• The availability of technology is essential for full participation in Maret's educational program, and Maret provides substantial computing resources for use by its students and faculty. Maret's technology and supporting systems must have as their primary focus the support of the School's educational program. Bandwidth and computing devices owned by Maret are to be used first and foremost to advance the educational mission of the School. All Maret's computers, tablets, email accounts, and networks have large but not unlimited storage capabilities. Storing non-school related files on our servers requires memory that should be devoted to educational materials. Students should be aware that using the School's technology resources for entertainment, such as streaming video and/or music or playing online games, may impair the community's ability to use technology for educational activities. It is also important that students be mindful of the ways in which malware can infect technological systems and should take care not to introduce anything into our systems—whether intentionally or unintentionally—that would compromise the viability of the Maret systems. Clearly, hacking into any system is wrong, and incidents of hacking involving Maret systems or systems used by Maret will be dealt with sternly.

Responses to violations of Maret's Responsible Use Policy

• Maret School trusts its students to make good decisions in using technology. However, sometimes students make mistakes. As with infractions involving other Maret rules and guidelines, the preference is to handle these situations through dialogue and education. However, some violations could lead to a range of more serious disciplinary actions, including suspension and expulsion.