

NUEVA'S LAPTOP ACCEPTABLE USE POLICY

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Nueva provides technology resources to enrich the academic experience of students, faculty, and staff. Our 1-to-1 Laptop Program is a natural extension of our history of innovation with technology and its emphasis on authentic learning experiences.

By giving each student their own laptop to use, we erase the cumbersome process of checking out and starting up computers at the beginning of class periods. We are asking students to use school-issued laptops, even if your student has their own at home, because teachers are planning and teaching with the assumption that students have a common technology capability, including hardware, connectivity, software, security, and online service subscriptions. The school also periodically updates and maintains this computing, software, and technology infrastructure - sometimes remotely. In addition, school-issued laptops enable students to keep their data on a central server, allowing them to access their information from other locations.

The proper use of these laptops and this technology rests on the school's values and requires students to accept the same ethical responsibilities found in all the other areas of school life. The general rules and principles of the school are a sound basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and their fellow users with the proper care and respect.

We expect students to be respectful, thoughtful, and careful in their use of language in their online communications and in their behavior while online. We have tried to address the most common issues relating to technology use at Nueva. During the school year, other questions may arise and if that happens, we will try to answer those questions and update this policy. The most current version of this policy will be on your homepage on Nueva's internal community website.

Privacy

Within reason, Nueva respects freedom of speech and access to information. We may monitor usage and/or activity to fix an issue, or to investigate a complaint. Students should be aware the school may review files and other communications to maintain the integrity of the network, and to ensure everyone is using their machines responsibly.

Consequences For Policy Violations

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Nueva Accounts and Passwords

Students are responsible for their Nueva network, email, and online accounts and their passwords. They are responsible for securing their passwords, and to not reveal their passwords to anyone, except their parents, their teachers, or the Technology Office staff.

Q: What's a secure password?

A: A secure password is one that does not contain your name, your phone number, or your birthday. You can string two unrelated words, put them together, and add a meaningful number for you, for example, happymonkey315.

Q: What is someone asks to use my account?

A: You should not share your passwords with others (except their teachers, parents, and the Technology Office). Accounts are private to, and customized for, you. It is sometimes difficult when someone asks to use your account, especially if it is your friend. You are the author of anything sent using their account. It is easier to keep your password secret than to try to prove that a nasty message sent from your account

“was not from me.”

Q: What if I want to use someone else’s account?

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Q: Can I send chain mail?

A: You can send a personal email to someone, but forwarding a chain email to a list of people is not permitted.

Q: Is my email private?

A: It may seem really private, but email has little privacy, not only at Nueva but also in the outside world. Anyone can forward your email or print it out, and it may lose the privacy you had intended. Before you forward an email someone sends you, consider whether the words are private and meant only for you. If they are, ask the person’s permission before you forward that email. We expect you to be as respectful, thoughtful, and careful in your use of language in email as you would in any other form of communication. If you wouldn’t say it to someone’s face, then do not put it in email.

Q: What email account can I use at school?

A: When you are at school, you should use your school email account and should not access your personal email accounts. If you use another account at home (like Gmail, Yahoo, Hotmail) for communication within the school community, the same rules of respect apply as if you had used your school account. Using other email systems are not a way to get around the rules and standards for communication within the school.

Q: Can I use other wireless networks?

A: While you're at school, you should only connect wirelessly to the Nueva-Secure wireless network.

Q: Can I use social network sites like FaceBook, Twitter, or MySpace or make my own social networking website?

A: When you are at school, you may not access these sites. Outside of school, if you want to use a social networking site, you may, but you will need to follow their rules and guidelines. Some sites require you to be 13 or older to create accounts (like Google+ and Facebook), so check the rules before you join and abide by them. We expect you to use appropriate language and model ethical behavior at all times in any online use. You are a student of The Nueva School even when you are not physically in school, and school guidelines regarding respectful and responsible treatment of others still apply. Social media, including but not limited to services such as Facebook, Linked-In, YouTube, and Twitter are powerful learning, collaboration, and communication tools and should be used judiciously employed by all students in the pursuit of learning. We also highly recommend you check with your parents before creating any online accounts.

Q: What type of email and other communication is not acceptable?

A: You should treat others the way others wish to be treated. Specifically, it is not acceptable to send messages or pictures that use obscene, racist, or offensive language, or any other communication that could be considered harassing, insulting, derogatory or hurtful to others. This is considered cyber-bullying, which the school takes very seriously when it involves our students, whether the communication is generated on-campus or off-campus. In certain cases, it may be necessary for the school to report cyber-bullying incidents to the proper authorities.

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Software on the Nueva Laptop

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Q: Can I install anything else on my laptop, like a game I really like to play?

A: Your laptop is your school computer, designed to help you get the most out of school, and already has everything installed that you need. Games for entertainment, or recreation, are for home and not for school. If you are prompted for an installation or administrator password, please visit the Technology Office as you may be attempting to install an unauthorized application.

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Q: Can I download file-sharing programs?

A: File-sharing programs are generally used to facilitate illegal sharing of copyrighted material, such as music, videos, movies, pictures, or software. Programs like Limewire and BitTorrent allow users to upload, download, and share copyrighted materials. Copyright infringement is breaking the law and students your age have had to pay up to \$3,500 for downloading just one illegally downloaded song or video. For this reason, file-sharing programs are not permitted on laptops. Also, you must own any music you put on your laptop. You do not own a song if you copy it from someone else; you have to own it yourself - either on a CD or have purchased it from iTunes or some other online music store.

Q: Can I download files?

A: The school has limited bandwidth and we do not have the bandwidth to download large files wirelessly. If you need to download a large file, please ask the Technology Office for help.

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A: You can use your laptop when under the direct supervision by a teacher.

Q: Can I use my laptop during recess or lunch?

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Q: Where can I leave my laptop?

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Q: What if I get to school at 8:00 and I really need to finish my homework?

A: Take your laptop into the library and tell one of the librarians your situation and ask them if you can finish your homework. Reserve this for an emergency, so the librarians are not spending the first half hour of each day responding to these requests.

Q: Can I use my laptop while I am waiting to be picked up?

A: Sorry. You can use your laptop *after* you have been picked up, provided the driver approves.

Q: Can I use my laptop in extended day?

A: Unfortunately not, but you can use your laptops at homework club.

Q: Can I use my laptop at homework club?

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Care of Your Nueva Laptop

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Q: How can I take good care of it?

A: Keep it away from food and drink. It is easy to spill something on your laptop and then disaster ensues. Carry it with both hands (not one) on both sides, with the lid closed, and the case zipped. It feels light but it is really easy to drop it especially if you're only holding it with one hand and walking around. Use your laptops on a stable surface, not balanced on your lap, despite its name. Accidents happen when you are not sitting on a stable surface. Keep your laptop in the provided laptop case at all times, even when you are using it. If you ever drop your laptop, keeping it in its case may help provide protection against damage. It is easy to trip or step on a laptop and a broken screen is very expensive thing to replace, so do not leave it lying around in the courtyard or on the ground.

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A: If your laptop gets damaged, take it to the Technology Office right away. Nueva reserves the right to charge your family the direct costs of repairing your laptop if you repeatedly, or purposefully, damage it. So, please take care of it!

Q: What happens if a laptop is lost?

A: Please contact the Technology Office at 650-350-4545 right away, and let us know where it was last seen. Nueva reserves the right to charge the family the replacement cost of a lost laptop.

Parental Responsibilities

As a parent, you are responsible for your child's actions and their use of all the resources Nueva provides to your child. Please review this policy carefully and discuss it with your child. By clicking 'I Accept', you are giving your child permission to use the Nueva network and its resources. You are also agreeing, on your child's behalf, that s/he has read, understood, and accepted this policy. Your and your child's acceptance includes updated versions of this policy. We will notify you if the policy is updated and you can review it on your homepage. We cannot provide a laptop to your child without the acceptance of this policy. Thank you for your support in helping everyone in the community use technology as a powerful learning tool.

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for students

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Outdated?
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Indicate how a kid may know

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If you don't want anyone to read it on

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*Police
be Hunt*

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What's great about accountability for this?

What qualifies as emergency?

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A: Your laptop is your school computer, designed to help you get the most out of school, and already has everything installed that you need. Games for entertainment, or recreation, are for home and not for school. If you are prompted for an installation or administrator password, please visit the Technology Office as you may be attempting to install an unauthorized application.

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A: You can use chat if it is a part of your classroom activity and you have permission of a teacher.

Otherwise, chat, like games, should be used at home, and not at school. You can use chat on your own personal laptop, and or you can chat face-to-face.

Q: Can I download file-sharing programs?

A: File-sharing programs are generally used to facilitate illegal sharing of copyrighted material, such as music, videos, movies, pictures, or software. Programs like Limewire and BitTorrent allow users to upload, download, and share copyrighted materials. Copyright infringement is breaking the law and students your age have had to pay up to \$3,500 for downloading just one illegally downloaded song or video. For this reason, file-sharing programs are not permitted on laptops. Also, you must own any music you put on your laptop. You do not own a song if you copy it from someone else; you have to own it yourself - either on a CD or have purchased it from iTunes or some other online music store.

Q: Can I download files?

A: The school has limited bandwidth and we do not have the bandwidth to download large files wirelessly. If you need to download a large file, please ask the Technology Office for help.

When and Where to Use Your Nueva Laptop

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Q: Where can I use my laptop?

A: You can use your laptop when under the direct supervision by a teacher.

Q: **Can I use my laptop during recess or lunch?**

A: We value the importance of play and healthy eating habits, so leave your laptops in your lockers during recess and lunch. During recess, E101 is open and supervised for homework or school-related projects on Tuesdays and Thursdays.

Q: Where can I leave my laptop?

The best place to leave your laptop (in its case) is in your locker. Putting it anywhere else exposes your laptop to the risk of getting damaged or stolen.

Q: What if I get to school at 8:00 and I really need to finish my homework?

A: Take your laptop into the library and tell one of the librarians your situation and ask them if you can finish your homework. Reserve this for an emergency, so the librarians are not spending the first half hour of each day responding to these requests.

Q: Can I use my laptop while I am waiting to be picked up?

A: Sorry. You can use your laptop *after* you have been picked up, provided the driver approves.

Q: Can I use my laptop in extended day?

A: Unfortunately not, but you can use your laptops at homework club.

Q: Can I use my laptop at homework club?

A: You may use your laptop in homework club. Remember, homework club is for homework and not for recreational games.

Care of Your Nueva Laptop

Laptops and the installed software are very expensive and you need to treat them that way. The laptop you receive actually belongs to Nueva, and not you. At the same time, it is yours to use for this school year and you will find it very useful for school-related work. You can take your laptop with you and you also have the responsibility for taking good care of it. Please help Nueva to keep all of our laptops in good working order.

Q: How can I take good care of it?

A: Keep it away from food and drink. It is easy to spill something on your laptop and then disaster ensues. Carry it with both hands (not one) on both sides, with the lid closed, and the case zipped. It feels light but it is really easy to drop it especially if you're only holding it with one hand and walking around. Use your laptops on a stable surface, not balanced on your lap, despite its name. Accidents happen when you are not sitting on a stable surface. Keep your laptop in the provided laptop case at all times, even when you are using it. If you ever drop your laptop, keeping it in its case may help provide protection against damage. It is easy to trip or step on a laptop and a broken screen is very expensive thing to replace, so do not leave it lying around in the courtyard or on the ground.

Q: Can I personalize the laptop?

A: Your laptop belongs to Nueva and you need to return it at the end of school year the same way you received it, taking into account normal wear-and-tear. It cannot be personalized with stickers or writing, or physically altered in any way.

Q: What happens if the laptop gets damaged?

A: If your laptop gets damaged, take it to the Technology Office right away. Nueva reserves the right to charge your family the direct costs of repairing your laptop if you repeatedly, or purposefully, damage it. So, please take care of it!

Q: What happens if a laptop is lost?

A: Please contact the Technology Office at 650-350-4545 right away, and let us know where it was last seen. Nueva reserves the right to charge the family the replacement cost of a lost laptop.

Parental Responsibilities

As a parent, you are responsible for your child's actions and their use of all the resources Nueva provides to your child. Please review this policy carefully and discuss it with your child. By clicking 'I Accept', you are giving your child permission to use the Nueva network and its resources. You are also agreeing, on your child's behalf, that s/he has read, understood, and accepted this policy. Your and your child's acceptance includes updated versions of this policy. We will notify you if the policy is updated and you can review it on your homepage. We cannot provide a laptop to your child without the acceptance of this policy. Thank you for your support in helping everyone in the community use technology as a powerful learning tool.

Best one
Good -
Positive,
Plain language

NUEVA'S LAPTOP ACCEPTABLE USE POLICY

Nueva provides technology resources to enrich the academic experience of students, faculty, and staff. Our 1-to-1 Laptop Program is a natural extension of our history of innovation with technology and its emphasis on authentic learning experiences.

By giving each student their own laptop to use, we erase the cumbersome process of checking out and starting up computers at the beginning of class periods. We are asking students to use school-issued laptops, even if your student has their own at home, because teachers are planning and teaching with the assumption that students have a common technology capability, including hardware, connectivity, software, security, and online service subscriptions. The school also periodically updates and maintains this computing, software, and technology infrastructure - sometimes remotely. In addition, school-issued laptops enable students to keep their data on a central server, allowing them to access their information from other locations.

The proper use of these laptops and this technology rests on the school's values and requires students to accept the same ethical responsibilities found in all the other areas of school life. The general rules and principles of the school are a sound basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and their fellow users with the proper care and respect.

We expect students to be respectful, thoughtful, and careful in their use of language in their online communications and in their behavior while online. We have tried to address the most common issues relating to technology use at Nueva. During the school year, other questions may arise and if that happens, we will try to answer those questions and update this policy. The most current version of this policy will be on your homepage on Nueva's internal community website.

Privacy

Within reason, Nueva respects freedom of speech and access to information. We may monitor usage and/or activity to fix an issue, or to investigate a complaint. Students should be aware the school may review files and other communications to maintain the integrity of the network, and to ensure everyone is using their machines responsibly.

Consequences For Policy Violations

Nueva will investigate violations of our general rules and guidelines, and any additional rules or agreements sent or posted at school. Depending upon the situation and the severity, the school may take disciplinary action against a student, including warnings, termination of access, and/or suspension. The school will also address any inappropriate use of the Internet, on or off the network or the Nueva website, including any harassing, insulting, or threatening language. Violations of the rules and guidelines in this policy reflect not only upon the individual student, but also upon the school.

Nueva Accounts and Passwords

Students are responsible for their Nueva network, email, and online accounts and their passwords. They are responsible for securing their passwords, and to not reveal their passwords to anyone, except their parents, their teachers, or the Technology Office staff.

Q: What's a secure password?

A: A secure password is one that does not contain your name, your phone number, or your birthday. You can string two unrelated words, put them together, and add a meaningful number for you, for example, happymonkey315.

Q: What is someone asks to use my account?

A: You should not share your passwords with others (except their teachers, parents, and the Technology Office). Accounts are private to, and customized for, you. It is sometimes difficult when someone asks to use your account, especially if it is your friend. You are the author of anything sent using their account. It is easier to keep your password secret than to try to prove that a nasty message sent from your account

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Please provide credit to Edward Chen at The Nueva School.

“was not from me.”

Q: What if I want to use someone else’s account?

A: You are not permitted to use other Nueva accounts at any time, whether those of students or teachers. This means that if you somehow learn someone’s password, you may not use it at any time.

Q: What if I think someone has used my account?

A: If you think someone has used your account without your permission, please tell a teacher or the Technology Office.

Q: Can I send chain mail?

A: You can send a personal email to someone, but forwarding a chain email to a list of people is not permitted.

Q: Is my email private?

A: It may seem really private, but email has little privacy, not only at Nueva but also in the outside world. Anyone can forward your email or print it out, and it may lose the privacy you had intended. Before you forward an email someone sends you, consider whether the words are private and meant only for you. If they are, ask the person’s permission before you forward that email. We expect you to be as respectful, thoughtful, and careful in your use of language in email as you would in any other form of communication. If you wouldn’t say it to someone’s face, then do not put it in email.

Q: What email account can I use at school?

A: When you are at school, you should use your school email account and should not access your personal email accounts. If you use another account at home (like Gmail, Yahoo, Hotmail) for communication within the school community, the same rules of respect apply as if you had used your school account. Using other email systems are not a way to get around the rules and standards for communication within the school.

Q: Can I use other wireless networks?

A: While you're at school, you should only connect wirelessly to the Nueva-Secure wireless network.

Q: Can I use social network sites like FaceBook, Twitter, or MySpace or make my own social networking website?

A: When you are at school, you may not access these sites. Outside of school, if you want to use a social networking site, you may, but you will need to follow their rules and guidelines. Some sites require you to be 13 or older to create accounts (like Google+ and Facebook), so check the rules before you join and abide by them. We expect you to use appropriate language and model ethical behavior at all times in any online use. You are a student of The Nueva School even when you are not physically in school, and school guidelines regarding respectful and responsible treatment of others still apply. Social media, including but not limited to services such as Facebook, Linked-In, YouTube, and Twitter are powerful learning, collaboration, and communication tools and should be used judiciously employed by all students in the pursuit of learning. We also highly recommend you check with your parents before creating any online accounts.

Q: What type of email and other communication is not acceptable?

A: You should treat others the way others wish to be treated. Specifically, it is not acceptable to send messages or pictures that use obscene, racist, or offensive language, or any other communication that could be considered harassing, insulting, derogatory or hurtful to others. This is considered cyber-bullying, which the school takes very seriously when it involves our students, whether the communication is generated on-campus or off-campus. In certain cases, it may be necessary for the school to report cyber-bullying incidents to the proper authorities.

Q: What if I get an email or see an online communication I don't like?

A: If you receive or see a harassing or insulting online communication, or someone at school harasses you or insults you on a website, you should tell a teacher, Will Bladt or Diane Rosenberg.

Software on the Nueva Laptop

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