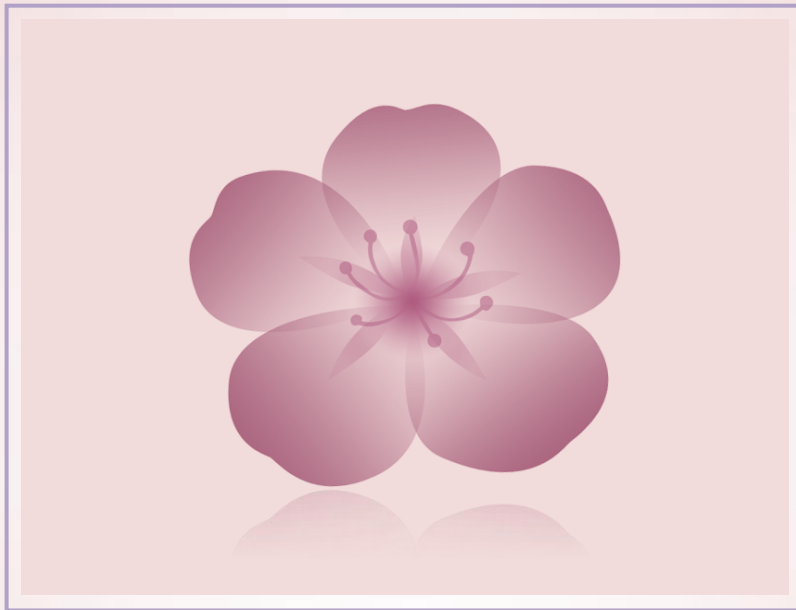


THE USE OF TECHNOLOGY IN WALDORF SCHOOLS



2013 SURVEY RESULTS



COLLECTED AND COMPILED BY SAM GLAZE

AWSNA SURVEY ON TECHNOLOGY IN WALDORF SCHOOLS

FINAL REPORT – JUNE 2013

The **Office of Outreach and Development** of the **Association of Waldorf Schools of North America** in the 2012-2013 school year obtained a grant from the **Waldorf Educational Foundation** to do a preliminary survey on the use of technology in our schools. **Patrice Maynard**, Leader for Outreach and Development, **Douglas Gerwin**, Chair of the Research Institute for Waldorf Education, and **Samuel Glaze**, forty-year veteran class teacher at the Pasadena Waldorf School, **devised a questionnaire for schools** to assess how computers and other technology are used in school administration and classroom instruction in Waldorf schools today. **AWSNA-affiliated schools were asked to fill out the questionnaire online.** In April and May, 2013, **100 schools did so.** The following **report reflects the input** obtained from the schools.

We had three schools that had a hard time accessing the web link to the survey and either mailed the survey results to me or faxed them into the AWSNA office. Out of the 145 AWSNA-affiliated schools, 100 replied. We also had responses from three AWSNA-affiliated institutes. These responses were interesting and helpful. Generally folks were **able to answer** the questions **after doing some research** in their schools. We attached a PDF of the questionnaire to enable the participants to do the research before being faced with filling out information online. We didn't expect to see the PDF returned to us! No school refused to take the survey, at least publicly.

Two PDF files of schools' individual **policies** regarding technology **follow** this report. They reflect all the policies sent in during the survey.

COMPUTERS IN ADMINISTRATION

100% of the schools responding to the survey have **computers in the office.** The number of computers varied from **one to 25.**

91% of the schools have **WiFi reception.** Of these, **91%** have WiFi available to **teachers and staff.** **Parents and visitors** have access to WiFi in **42%.** **Students have access in 18%.** Generally WiFi is available only with a passcode and **not available to lower-school students.**

80% of responding schools report that between 70% and 90% of the administrative work is done with computers.

100% of responding schools **use e-mail** to communicate with **parents, teachers and staff**. **95%** use e-mail to communicate with alumni. Other recipients of e-mail included high-school students, friends of the school, visitors and prospective parents, the community at large, and former families in the school.

E-MAIL

E-mail is used to communicate **upcoming school events in 99%** of the schools; **upcoming events for specific classes in 97%** of the schools, school **policies and procedures in 80%** of the schools; **complaints in 68%** of the schools; **weather days in 67%**; student **absences in 33%**; and student **assessment in 23%**. Schools report that as far as the **complaint** category is concerned, **follow-up is generally done face to face or over the telephone.**

27% of schools use e-mail to communicate with students. The youngest students were 8th graders. Generally communication was **about assignments or upcoming trips for high-school students**. **73% of the schools did not use e-mail to communicate with students.**

CELL PHONES

Cell phone use on campus is allowed by adults (teachers, staff, visitors, parents) in **67% to 78% of the schools**, but by **students in only 21%** of the schools, and then under specific limitations. **63% of schools have a cell-phone-use policy**. **62% of those schools make exceptions to the policy.**

ELECTRONICS ON CLASS TRIPS

Just over half (**52%**) of responding schools **do not have a written policy concerning bringing recorded or technologically produced music or videos on class trips**. **48%** of responding schools **have a written policy**.

Another question asked about **specific devices**. **96% of schools do not permit notebook computers** on class trips. **90%** of the schools **don't permit cell phones** or "smart" phones to be brought by students on class trips. **85% don't permit** students to bring **music players**. **80%** don't permit walkie-talkies. **The only devices that were permissible** in most of the schools' trips are **cameras**, with only 29% of the schools not allowing students to bring them

SOCIAL MEDIA

94% of responding schools **report having a FaceBook page (or other social media)**. Just over half of the schools **(54%) use social media to accomplish school communication**. Most schools reported that **social media is for keeping in touch with alumni, advertising events and promotion and outreach**. Social media is viewed **as a marketing aid** and as only **one means of communication among several**.

78% of responding schools reported that they **do not have a policy about student use of FaceBook** and other social media. **Schools with policies tended to be those with all 12 grades**.

77% of schools reported **having no policy about teachers' use of social media**. Schools with policies ask employees not to post topics related to the school or students. Generally schools with **policies ask teachers not to "friend" students** online. Some schools feel that doing so is unprofessional. Other schools have restrictions against "friending" students **under a certain age**. **Two of the age-limits quoted are 13 and 16 years old**. **74%** of schools reported having **no policy concerning teachers/staff "friending" students on social media**.

86% of responding schools report having a staff member or volunteer who helps to manage the school's image on the internet. Many schools report having either a Director of Development or a Marketing Manager who handles the internet. Some schools have a volunteer who does so. Comments indicated that this is a formerly volunteer position that is changing into a duty of someone on the paid staff.

TECHNOLOGY IN THE CLASSROOM

84% of responding schools report **no teaching space** that is **set aside as a computer lab**. Most **high schools**, however, either **reported dedicated lab space or computers available for students**. **Some** schools report **having computers available to students in seventh and eighth grades**. An equal percentage, **84%**, of schools report having **no computers available for student use**. While most schools – again **84%** -- report **not having typing (keyboarding) as a course offering**, those that do present it in middle school somewhere between 7th and 9th grades. As far as we can determine, whether a school has a high school or not is irrelevant to the introduction of keyboarding as a middle school subject.

80% of all responding schools said that **students were permitted to use technology for written assignments**. While some schools only permitted students to do so in high school, **most report**

that students **may begin to use computers** for assignments in **middle school**, generally from 7th grade up.

70% of responding schools do not allow students to use computers for artistic assignments.

Those that allow the use of technology for artistic assignments do so mainly in the high school, but some schools allow it in 7th and 8th grades. **Sometimes doing so is at the discretion of the teacher and not according to a school-wide practice or policy.**

Of the high schools allowing students to use computers for artistic assignments, 64% report no formal course work for students to learn specific programs. Of those high schools that offer courses, photoshop, library research skills, Power Point, Google Sketchup, Sibelius and Prezi were named specifically.

78% of reporting schools say that they do not allow the use of laptops or electronic notebooks in the classroom. Of the 22% that allow such use, **Individual Educational Plans were the most cited reason for allowing electronic notebook use.** IEPs are, of course, the result of a **diagnosis of disability such as dysgraphia.** The earliest grade mentioned for IEP use is 7th. One high school reported having tried laptops/notebooks for classroom note-taking. That school eventually did away with the practice as teachers found it changed the learning atmosphere in the classroom noticeably for the worse.

90% of reporting schools allow students to use the internet to accomplish research. Generally this **use is first allowed in middle school.** Of the schools that permit internet research by students, **62% place some restrictions on how the research may be done.** From the comments of the schools, individual teachers seem to place their own criteria for internet research. Many respondents report emphasizing internet research as one fraction of the possible ways to find material for research assignments. **57% of schools do not offer specific instruction on using the internet for research.** Of those that offer specific instruction, the curriculum of the instruction is **very much dependent upon individual teachers** rather than following whole-school standards. The earliest grade mentioned for such training was 6th, with most schools mentioning 8th grade or above. **8% of the schools reported using a “scrubbing” agency to help insure that assignments are not plagiarized.** The most frequently mentioned agency is **turnitin.com.** In the social challenges section, you will read about schools that have dealt with having to protect students from predatory individuals on the net. This subject could be the subject of a further study.

79% of reporting schools do not teach how to build a computer. Of the 21% that do teach how to build a computer, **most mention doing so in high school,** and several schools mentioned doing so in 7th or 8th grade. **94% of the schools report that they do not teach robotics.** One

school mentions it as part of 8th grade, and one high school reports that robotics is a mixed-ages elective after school.

Only a very small number of schools (3), reported offering after-school programs or clubs in robotics, computer science or computer programming.

On the question of **teachers' use of technology for class presentations**, **52%** of the schools said that such **technology was used**, and 48% said that it wasn't. **Middle school**, again, was the time that **most schools introduce some technology** for teacher presentations. **92% of all schools report not having "smart boards" or "white boards" in the classrooms.** Of those that have them, many are in the high school with a few in the middle school.

TECHNOLOGY IN THE LIBRARY

68% of responding schools report that there are **no computers** in their libraries. Of the **32% that have computers in the libraries**, **81%** of the schools report that the computers are for **library administrative use**, while only **38%** report having computers available for student use. The student use mentioned was in **high school**.

83% of the schools report that they **do not teach computer research skills for navigating the library**. Of the 16% that do, most report that it was part of a middle-school or high-school orientation to the library. **Many schools do not have libraries for students and are dependent upon their communities' library resources.**

None of the schools reported that it has a technology section for use of screens in classrooms.

OVERT SOCIAL CHALLENGES BROUGHT BY TECHNOLOGY

58% of responding schools reported that they have had **no incidents with cyber bullying**. Of the **42%** that reported having **had such incidents**, most were in **grades 6 through 9**. The incidents were dealt with by teachers and staff in co-operation with parents. **Some schools reported offering middle schoolers instruction on internet safety.**

72% of responding schools reported that they have had **no incidents** with the sharing of **pornography** among students. 28% reported that they have had such incidents. While one school reported an incident in 3rd grade, **most of the incidents** happened in **5th and 6th grades** and were dealt with by teachers, administrators and parents.

81% of the schools reported **no incidents** with “**sexting**” or other obscene picture distribution among students or adults in the community. 19% reported incidents **primarily in middle school** with a few in the high school.

TECHNOLOGY RELATED SUBJECTS AS ITEMS OF DISCUSSION IN MEETINGS

FACULTY: FREQUENTLY: 20%; **ONCE IN A WHILE: 59%**; SELDOM: 19%; NEVER: 3%.

COLLEGE: FREQUENTLY: 6%; **ONCE IN A WHILE: 57%**; SELDOM: 31%; NEVER: 6%.

STAFF: FREQUENTLY: 33%; **ONCE IN A WHILE: 48%**; SELDOM: 16%; NEVER: 3%.

BOARD: FREQUENTLY: 1%; ONCE IN A WHILE 39%; **SELDOM: 40%**; NEVER: 21%.

CLASS PARENT MEETINGS: FREQUENTLY: 34%; **ONCE IN A WHILE: 50%**; SELDOM: 14%; NEVER: 2%.

INDIVIDUAL PARENT MEETINGS: FREQUENTLY: 19%; **ONCE IN A WHILE: 68%**; SELDOM: 12%; NEVER: 1%.

Individual AWSNA-affiliated schools are free to use the information in this survey as they best see fit. In the future AWSNA and the Research Institute for Waldorf Education will take more surveys to hone our mutual understanding of the role of technology in Waldorf schools.

Thank you for your help in answering the many questions in the survey. We hope that you can find the human meaning that goes beyond the numbers. Attached is a PDF of the school policies that were sent to Sam Glaze.

Sam plans to be in Austin for the 2013 AWSNA conference and would be happy to talk to you about any questions you may have about this survey.

SAMUEL GLAZE

PATRICE MAYNARD

DOUGLAS GERWIN

JUNE 15, 2013

The purpose of this policy is to outline the acceptable use of computer equipment at Camphill Special School. Inappropriate use exposes Camphill Special School to risks including legal issues, virus attacks, and compromise of network systems and services.

This policy applies to any individual accessing the internet via the connection supplied by Camphill Special School.

Camphill Special School is not responsible for any objectionable material accessed on Campus via the internet by any individuals who live, work, attend or visit Camphill Special School.

Users are responsible for exercising good judgment regarding the reasonableness of use for all areas not covered by local, state, federal and international law.

The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of **unacceptable use**:

1. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)
2. Attempting to gain access to or interfere with the network or server and services without authorization
3. Accessing any content deemed illegal under local, state, federal and international law including but not limited to copyrighted media such as movies, music, images.
4. Any form of harassment via the internet connection provided by Camphill Special School, whether through content, frequency, or size of messages.

Users shall not engage in any activity that may harm or tarnish the image, reputation and/or goodwill of Camphill Special School and/or any of its employees.

Users may not attribute personal statements, opinions or beliefs to Camphill Special School when engaged in any activity online, without the approval of the Focus Group.

Users may not publish content related to students attending Camphill Special School under any circumstances. Such content includes, but is not limited to, photographs, videos, private information about the students, comments/images on social networking sites such as Twitter, Facebook, Myspace, etc. Such activities are considered a breach of confidentiality.

Consequences for breaching any of the above conditions may include removal of internet access and dismissal

Printed Name _____

Signature _____ Date _____

Emerson Waldorf School E-mail Etiquette

April 28, 2011

The Emerson Waldorf School believes in direct, meaningful, person-to-person communication. E-mail groups are used only for factual information sharing. Otherwise, please communicate directly with individuals.

Allowed

- Class updates from teacher
- Information, notices, requests and reminders that are inclusive of an entire class or parent body
- Determine dates/times for activities, meetings or coordinate volunteers for events

Not Allowed

- Airing concerns, complaints or criticisms
- Solicitation

Etiquette

- Inform our administrative office if you do not use e-mail or cannot check it regularly
- Use relevant subject lines. Change subject lines if you change the subject of the e-mail (in an ongoing thread)
- If replying, cut out any copied message that is not necessary, and ensure that your reply is at the top of the message
- When responding, send it to the originator of the message only (not the entire group!), unless a whole group reply is absolutely necessary.
- Avoid using blind copy (bcc)

Keep Your Account In Good Standing

- In the Google groups membership settings
 - Use a relevant nickname
 - Do not choose “no e-mail” as a subscription type
- Check your settings to ensure that group e-mails are not marked as spam
- Do not set your e-mail to reply with an auto-reply message
- Use only a valid e-mail address. Most EWS groups receive at least weekly e-mails; if you do not receive e-mails, go to groups.google.com to ensure a correct address
- Read your e-mail in a timely manner
- Follow the rules in this document and attend to reminders that are sent by the moderator

The administration at the Emerson Waldorf School moderates the Google groups. If you see communications that do not meet the criteria or that are offensive, please contact the Administrative Specialist, Google groups moderator at emersonian@emersonwaldorf.org.

Members of the school community who fail to follow the guidelines for e-mail groups will be placed on a moderated status (e-mail posts will be reviewed by the moderator before going public), or e-mails may be deleted or blocked before being sent.

Email policy for Marin Waldorf School

The use of email is to communicate by parent representatives to parents, teacher to parent(s) and parents to teacher. While emails are usually a paper-saving, time-saving and efficient form of communication they can become problematic so the Marin Waldorf School has developed the following policy.

Healthy communication of issues and questions regarding a child or class is best done in person as mentioned above. Email is not the proper form of communication when the topic is at all emotionally charged. We recommend that you wait 24 hours before writing emails when you are feeling anxious or upset, and then only use email to request an in-person meeting.

If the email doesn't have all of the facts and/or has not been checked by the person in authority regarding an event it may become the cause of confusion and may create the need for further communications. Please take the time to confirm that information is complete and correct before sending out email to school groups.

Personal replies should not go out to the whole class. The number of emails can easily become too time consuming. We request that emails only be sent to those directly affected and that they be succinct. Excessive emails cause important things to go unread in the sea of information and cause frustration to many. Please do not use email for conversation, but rather only for sharing needed information.

If you need to have a conversation with a teacher or administrator outside of regularly scheduled events you may request a meeting via email to discuss an issue directly. (Please note the issue to be addressed in the subject line.) We will make every effort to address your concerns within a reasonable time frame.

Thank you!

Chantal Valentine

Administrative Assistant

Marin Waldorf School

Awaken the Joy of Learning

(415) 479-8190 ext. 100

www.marinwaldorf.org

Eugene Waldorf School
Electronic Communication Protocol
October 22, 2010

Electronic communication has become extremely popular and nearly as indispensable as the telephone. As a school, we use it for disseminating vital information to our parent body. However, we recognize that there are situations where either a face-to-face conversation or a telephone call will provide us with a more effective form of communication.

To help our community make the best use of all the communication avenues available to us, we have developed both some electronic communication etiquette tips, as well as a protocol for use of email and other electronic communications within the school community.

For all electronic communication use, it is important to remember these etiquette guidelines:

- Not all communication is best suited for electronic communication. Please convey concerns and sensitive information, including things that may be challenging to express, person-to-person or over the telephone where we can be more aware of another's feelings and responses. Please refer to our "communication guidelines" for more suggestions on how to bring this type of communication to another community member.
- Before hitting the "send" button, it is advisable that we all re-read what we have written and consider how the message will be interpreted by the recipient. Tone and nuance can be harder to sense than with the spoken word.
- Think carefully before clicking "reply to all." Do you really mean or need to reply to everyone?
- Send replies only to the specific person (or persons) who need to see them.
- Forward electronic communication with care. How will the original sender feel about their message being more widely disseminated? Be careful when you forward a long history of messages to others.
- Remember that electronic communication messages can take on a life of their own, being read by people they were not intended for and kept for years.

The school has adapted the following email protocols:

Email and other electronic communication use for school-related topics and conversations is for information exchange. Some examples include class email lists, teacher to parent communication, the parent council mailing list and committee mailing lists.

Email addresses published in the school directory will be used as a way to send class-related announcements and routine information pertaining to school and class business. They may also be used for business communication between the school and a parent.

We ask that they not be used for any personal advertising or dissemination of non-school related information, except in a personal manner, from one individual to another. In addition, we also ask that these emails not be used as a forum in which to distribute parents' opinions to the school as a whole.

Our **all-school email list** will be used for school notices and updates, calendar changes, weather related closures, and special notices about our festivals and other all-school events. The list-serve that we use is the same as our school e-Tidings mailing list and is accessed through our school website. It is completely private. By utilizing our web host for these mailing lists we are under strict anti-spam rules and at no time will any other entity have access to our families' email addresses. All emails sent via our all-school list will come through the school office and will at times contain links to other useful websites or pdf versions of documents. You will not receive any attachments from our list-serve.

10. Does your school have a written policy on e-mail use?

(From the Employee Handbook)

SECTION 35: ACCEPTABLE USE OF VOICE MAIL, INTERNET, E-MAIL, AND NETWORK RESOURCES

The school makes e-mail and Internet access available to employees, as appropriate for their position. E-mail and Internet usage is an important communications and learning tool and should be used *primarily for school business*. However, *limited personal use* of these resources is authorized so long as such use is occasional, of reasonable duration, does not adversely affect employee or network performance, and does not violate state or federal laws or compromise intellectual property rights (e.g., briefly checking a weather, travel, or sports Web site at lunch to get updated reports, scores, etc.).

The following are examples of activities that are **prohibited** and may result in disciplinary action, up to and including termination. They include, but are not limited to:

Accessing the files or communications of others without appropriate authorization

Use of online chat rooms or instant messenger programs

Advertising or listings for personal benefit

Communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment, or unwarranted attention, as this may constitute harassment

Browsing, retrieval, display, or distribution of vulgar, offensive, or inflammatory language, material, or images, including sexually explicit materials, language, or pictures

Using school networks or resources to engage in any illegal activity

Sending messages that adversely affect the reputation of the school or its students, parents, or community members

Using the school systems in a manner that violates any school policy

The school retains the right to monitor school network usage as well as usage of individual computers and e-mail accounts that utilize the school's network, and **employees should not have an expectation of privacy when utilizing school networks, systems, or electronic communication resources**. All employees explicitly agree to this condition in consideration for the ability to utilize the school's computer networks and resources.

12. Is there a written policy in your school about cell phone use?

From the Employee Handbook:

Cell Phones and Text Messaging

While the school does not generally provide cell phones for employees, nor does it monitor cell phone communications, employees must abide by all pertinent privacy, confidentiality, and discretion standards of the school when using cell phones, text messaging, or any other services or devices when communicating about school-related matters. It is expected that the employees will limit their personal usage to important matters that must be dealt with during normal business hours.

For the safety of the employee, of any passengers, and of the public, an employee who is operating a School vehicle may not use a cell phone or other wireless device for any reason while operating the vehicle.

Violations of this policy will result in disciplinary action up to and including suspension or termination.

(Waldorf School of Princeton)

From the Parent Handbook:

Media Policy for the Waldorf School of Princeton

We, the Waldorf School of Princeton, appreciate your choice in selecting our school for your child(ren). Most parents are drawn to our school because of our unique pedagogy, philosophy, and shared values. One aspect of our philosophy includes our outlook on the use of media. For our purposes, media is considered to include: Television, radio, portable listening devices, movies, video and electronic games, computers, and recorded music.

Policy

No electronic media (i.e. portable music devices or electronic games) is allowed on the school premises and will be removed by the teacher or an administrator until the end of the day. The exception is cell phones, which may only be used only with specific permission of the teacher, usually at dismissal. Cell phones are to be kept in backpacks and turned off. Students not adhering to this rule can have their cell phone confiscated.

18. Does your school have a policy about teachers' use of FaceBook (or other social media?

19. Does your school have a policy about teachers' use of FaceBook (or other social media?

20. Does your school have a policy about teachers/staff "friending" students on social media?

From the Employee Handbook:

M: FACULTY AND STAFF USE OF SOCIAL NETWORKS AND BLOGS

The Waldorf School of Princeton has developed the following policy to provide guidance to employees when using social networking technology in a school- or student-related context.

Parameters and Context

Social networking can bridge the work life and personal life of employees, allowing the possibility of some conflict of responsibility. The school's interest is in defining the educational and work-related contexts of social networking and blogging, for the protection of our employees, students, and the school community as a whole.

Note: While certain references are made to "students" in this policy, the primary "audience" to whom the policy applies is our adult community – principally faculty, staff, and administrators or other adults acting on the school's behalf.

Key Principles

Interacting on-line with each other, with students, with alumni, and with others outside of the school community is, in its essence, no different than interacting with these groups face-to-face – i.e., we are required to maintain the principles of respect, dignity, prudence, professionalism, concern for and protection of children, and safety in all interactions. With specific regard to social networking, all employees must:

- ☐ Understand that they are accountable for their postings and other electronic communications. This includes responsibility for any on-line activities conducted with a school e-mail address, or while using school property, networks, or resources, or other similar means of transmission which can be traced back to the school.

- ☐ Exercise appropriate discretion when using social networks for personal communications (such as with friends, colleagues, parents, former students, etc.) that can in any way impact their role at the school -- with the knowledge that adult behavior on social networks may be used as a model by our students. If you choose to list or reference your work affiliation (where permitted by

this policy) on a social network, blog, or similar venue, you should treat all such communications with the same care and discretion as you would on your professional network.

- Err on the side of caution when interacting on-line, remaining cognizant that social networking activities may be visible to past, current, or prospective students, parents, colleagues, and community members – and could reflect (positively or negatively) directly or indirectly on the school, affecting current students and community members.
- Keep in mind that the uneven power dynamics of the school, in which adults have implied authority over former students, continues to shape those relationships after the end of the school day and year, and even after graduation. Employees must act in a manner that always respects and never exploits the power inherent in these relationships.
- Balance their right of individual free expression with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large as reflected by the public actions and statements of its employees.

Please be aware that the school considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the school, its students, and employees. As such, violation of this policy may lead to corrective action, up to and including termination of employment.

Guidelines

1. Classroom / Professional Use of Social Networking

Faculty are expected to limit class activities to school-sanctioned online tools (including social networks and blogs), and age-appropriate or educationally-appropriate tools. New social-networking tools and features are being continually introduced which may or may not be appropriate for course use.

Note: Employees are reminded that social networking sites are increasingly interconnected – i.e., linking to one another – in ways that may be largely outside the direct control of the users on any given site. Therefore, cautions regarding posting of inappropriate content to any networks – as described in further detail in the remainder of this policy – should be carefully observed.

2. “Friending” Students, Alumni, and Parents

Do not initiate or accept social network friend requests from current students (of any age) or former students under the age of 18. Use professional discretion when “friending” alumni 18 and over. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and that information shared between school-related adults and recent alumni is likely to be seen by current students as well. Employees are discouraged from initiating or accepting social network friend requests from parents of current or prospective students, due to the inherent conflicts of interest that this may raise.

3. Use of Social Networks for Development/Alumni Relations Purposes

The school may determine that it is in its best interests to establish or maintain a social networking presence (e.g., such as a Facebook page) for development, alumni relations, internal marketing, or other school-related purposes. All official contacts or postings to this site or sites will be initiated under the sole direction of the Director of Admissions and Development or his/her delegates in the Development or Enrollment Office.

4. School-Related Friends (Co-workers, supervisors, and subordinates)

Employees are asked to use good judgment when making and/or accepting “friend” (or “link” or “connection”) requests to or from school colleagues. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to the potential for both parties to feel awkward or pressured to accept the request for business purposes and thus potentially impacting the work and social relationship (as well as possibly raising conflict of interest, unequal treatment, discrimination, or similar concerns). Always respect the privacy of others in the school community.

5. Non-School Related Friends

Where appropriate, remind all other members of your network of your position as an educator whose profile may be accessed by current or former students (as well as other members of the school community). Please ask them to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friend sites and act immediately to remove any material from your site that may be inappropriate and/or in violation of this policy. This includes (but is not limited to) being “tagged” in photos on the sites of friends or others, especially where the photos may indicate or imply activities not appropriate for viewing by students and other members of the school community.

6. Groups in Your Social Network

All employees are asked to use good judgment in visibly and publicly associating only with social networking groups consistent with the mission and reputation of the school. At the same time, this provision is not intended to limit valid intellectual discourse on a wide variety of subjects or viewpoints. (See “Posting To Blogs” provision, below, for further details).

7. Privacy Settings and Content

Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the school in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

8. Time on Social Sites

Employees should refrain from using social networking or blogging sites for personal use during work hours except for incidental usage (e.g., spending a moment or two checking a site in between other work activities). Employees are primarily expected to limit this activity to off hours – except for explicitly class-related use of these sites. In no case may use of social networking resources interfere or impede the employee’s completion of his/her job duties and responsibilities to the school, our students, and other members of the school community.

9. Online Identity and Posting to Blogs

As a vibrant academic community, we encourage all employees to maintain active interest and engagement in a wide range of activities, intellectual pursuits, causes, missions, and the like – including social, political, religious, and civic-oriented groups, organizations, blogs, publications, etc. At the same time, this must be balanced with the school’s right to manage public communications issued directly or indirectly in its name or on its behalf.

With specific reference to posting messages to blogs (i.e., meant to broadly include a variety of discussion-type forums viewable on the internet), employees may not post messages indicating or implying a connection to the school in any way without the prior written consent of the School Administrator.

Example: If an employee chooses to post a personal message on a blog, they must not sign the post, "John or Jane Smith, Faculty Member, Waldorf School of Princeton " but rather only "John or Jane Smith."

Similarly, when making personal, non-work related posts to blogs, employees should not use their school e-mail address in the message or for reply purposes, as this may inadvertently and inappropriately imply approval of the message's content by the school.

Employees are asked to append the following to all blog posts: "The views expressed are mine alone and do not represent the views of my employer or any other person or organization."

10. Protecting Confidential Information

All employees are reminded that the school requires all confidential information to be protected at all times and to be disclosed only pursuant to school policy or as otherwise required by law. Accordingly, no electronic communications, social network posting, or blog posting may communicate any confidential information. If an employee believes that he or she may have inadvertently revealed confidential information in a post, blog, etc., the employee is required to communicate this immediately to the School Administrator.

11. Use of Logos, Trademarks, and Intellectual Property

Employees are not permitted to use the school's logo, trademarks, official photographs, and all other intellectual property or proprietary materials of the school in any postings without the written consent of School Administrator or Director of Admissions and Development.

12. Transparency

Employees should never misrepresent themselves or the school in any social networking or blogging posts. The school will never ask an employee to misrepresent themselves or their position in the school on behalf of the school.

13. Use of Social Network Sites in Background Checking

All employees involved in the interviewing or hiring of new employees are cautioned against "researching" candidates via the internet and/or social networking sites for hiring/screening purposes. The school maintains very specific background-checking procedures, under the direction of the School Administrator. As background checking is a serious matter that is governed by specific regulations and which creates a variety of risks and liabilities for the school if not handled properly, no employee is permitted to engage in "freelance" checks of any type. Doing so is considered a serious violation of school policy and will subject the employee to potential corrective action.

14. Illegal Activities

Employees are prohibited from engaging in illegal activities or accessing websites with illegal or otherwise prohibited content when using school networks or school equipment on or off of school property, during or after working time, or while directly or indirectly representing the school in any way.

15. Monitoring

Employees are reminded that – as one means of ensuring compliance with this policy – the school reserves the right to monitor employee electronic communications and activities that are transmitted through school networks and/or using school-provided equipment. This enables the school to take steps designed to prudently protect the school, its students, employees, and other community members from potential harm, liability, or other risk. As a result, employees do not have an expectation of privacy in this regard.

Youth Initiative High School

Faculty Conduct Guidelines

I. Teacher/Student Relationships

Teaching and mentoring at the high school level is both challenging and rewarding. When we are with students—in the classroom, in committee meetings or in the community—we are called to be adults. In our school, adults don't hide behind assumed authority, but rather show their authentic humanity. We need not be stiff or aloof, but rather attempt to be aware of our feelings, presentiments, and perceptions so that we can truly listen to our students. We strive to be compassionate with them, offering our care, interest and experience for their growth. At the same time, we must show compassion for ourselves, allowing ample space for out-of-school issues to be resolved out-of-school.

Youth Initiative High School is based on a unique relationship between its students and its faculty. In many ways, the proper relationship at YIHS contains seemingly unresolved paradoxes. We interact often with students as peers but we are ever aware that we are not their peers but their mentors. We wish to forge close personal relationships with our students yet must maintain the distance necessary to make impartial decisions regarding what is best for the present and the future of any student. We allow students to exercise their wills within the school and yet must simultaneously be the unquestioned leaders of the group. It is not easy but it is worth it.

- a. It is no secret that adolescence is the time that young people begin to think about, experiment with, and express their sexuality. Our role in helping navigate this part of their life is primarily pedagogical. We can educate and advise but must never directly engage with the sexual life of the student. This is vital not only to the legal interests and public image of the school but also to the comfort and well-being of our students.
- b. Absolutely no interactions of a sexual nature can be tolerated including but not limited to flirtation, sexually-colored comments, inappropriate touching, etc., and we also strongly discourage interactions of such a nature with recent YIHS alumni. It is not our intention to discourage discussion of sex and sexuality with students but it is vital that the faculty member's own sexuality never enter into any interactions with students. This includes the way which we present ourselves and faculty should be reminded to dress in a modest way during the school day.
- c. Teaching and mentoring is a team sport. Although we encourage teachers to forge individual relationships with students situations will arise that cannot and should not be handled alone. By law, known incidences or even suspicion of physical or sexual abuse or neglect must be reported by the individual faculty member to the Vernon County Human Services Department, and should also be immediately reported to school administration. In addition suicidal tendencies or self-destructive behavior should be shared with the school administration as soon as possible. The sharing of other concerns about particular students is facilitated

- monthly at a faculty meeting. Ours is truly a community of teachers and the knowledge we share about the needs of students allows us all to meet those needs with greater humanity and efficiency.
- d. Our small community offers us many opportunities to interact with students outside the school day and the school building. These interactions can be a way for everyone to grow closer and present learning opportunities not otherwise available in the classroom proper. However, these extra-scholastic encounters often present the teacher with situations that can be difficult to navigate. There are few hard and fast rules in situations where one's private and public lives populate the same point in time and space. A good rule of thumb is to never do anything you wouldn't do in front of your children or your mother, whichever is more conservative. Observation of students partaking in illegal behavior should be reported to the school administrator and to the parents of the student. Observations of students partaking in dangerous behavior should be followed with an immediate and direct verbal intervention on the part of the faculty member. If this is ignored faculty should then attempt to contact the parents of that student immediately. In all matters it is always important to be direct, honest, and open with students, their parents, and the school administration.
 - e. At no time should faculty resort to corporal punishment of students. Nor should faculty use public shaming, insults, or other rude behavior to motivate or discipline students. Admonishment of students should be carried out privately, outside the view and of a student's peers and should be carried out in a thoughtful, sensitive, and compassionate way.
 - f. Social networking websites such as Facebook and Twitter offer almost constant communication between their members. However, this type of constant, intimate contact is not seen as appropriate to the teacher/student relationship at YIHS. YIHS asks that teachers not engage students of the school on social networking websites.

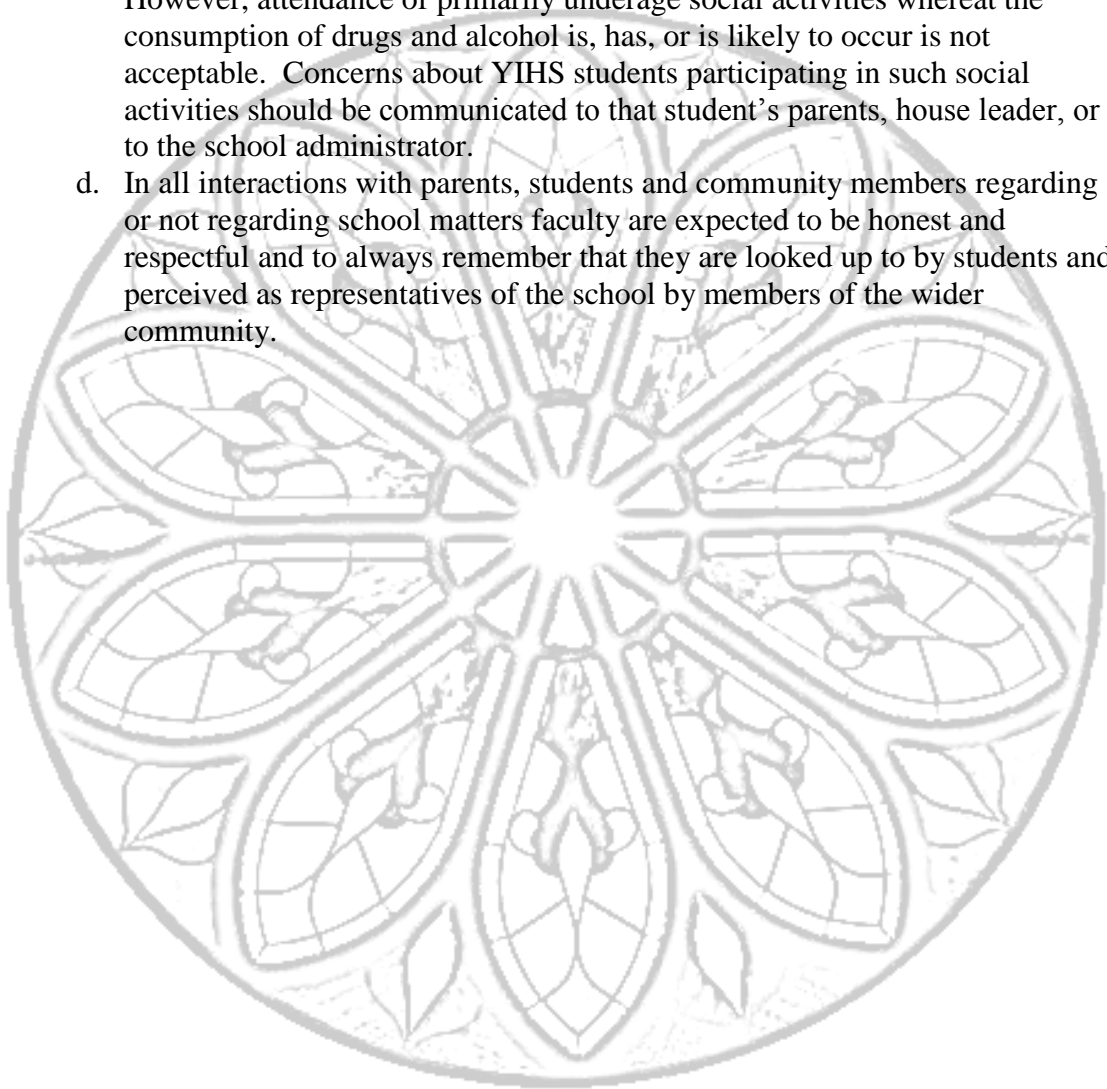
II. Teachers in the Community

Working in a small town with so many interpersonal and inter-institutional networks presents a complicated and sometimes difficult fusion of the public and personal lives of our faculty. It is not always clear what roles we play with different people (e.g., parents, students, members of the community) in different places (school, other jobs, social outings, school functions).

- a. The cardinal rule is that, whether or not it is fair or whether or not we like it, all faculty members are representatives of Youth Initiative High School at all times. This is a function of the community in which we live and though no one is expected to be perfect we want our faculty members to comport themselves in a way that presents a positive image to the community at large and in a way which the rest of us, especially the students, can be proud.
- b. Any consumption of drugs and alcohol, or the signs of that consumption (e.g., smell, behavior, etc.) are not tolerated at school or at off-site school events.

Cigarette smoking should never be done in view of the school building and all efforts should be taken to smoke out of the view of students in the community.

- c. In this community adult attitudes about the consumption of drugs and alcohol vary immensely. As a result, a faculty member may find themselves at a social gathering such as a wedding or graduation party where students and parents are consuming these substances in one another's company. We encourage teachers to abstain from consuming alcohol in the presence of their students under these circumstances and certainly only to do so in moderation. However, attendance of primarily underage social activities whereat the consumption of drugs and alcohol is, has, or is likely to occur is not acceptable. Concerns about YIHS students participating in such social activities should be communicated to that student's parents, house leader, or to the school administrator.
- d. In all interactions with parents, students and community members regarding or not regarding school matters faculty are expected to be honest and respectful and to always remember that they are looked up to by students and perceived as representatives of the school by members of the wider community.



Here is the HS student policy pertaining to social media:

Use of Likenesses

Students are expected to respect each other's privacy with regard to photographs and sharing images on the internet. Students and parents are expected to ask permission before reproducing, publishing, distributing, or posting anywhere on the Internet (either privately or publicly). This includes photos, video, or audio recordings of students, teachers, or staff members of the Pasadena Waldorf School taken on school grounds or during school sponsored events. The school reserves the right to take appropriate disciplinary measures as deemed necessary if and when any issue arises concerning violation of student, faculty, or staff privacy.

Protecting Reputation

The reputation of our school is important to all of us. It affects how we are viewed in the Pasadena area as students, teachers, and as a school. Whether we realize it or not, all members of the school community are always representatives of the school, even when we are not on campus. Things we say or do, in public or online, that reflect back on the school are the responsibility of all of us. Students should be aware that anything they say in public or post on the internet is their responsibility, even when it is said or posted off campus and outside of school time, and even when it is posted in a semi-private forum. Students may be subject to disciplinary action for statements or postings that reflect poorly on fellow students, the faculty and staff, or the school. The school reserves the right to take appropriate disciplinary measures as deemed necessary for any violations of this policy, whether it occurs on school grounds or off.

And here is the HS teacher policy on the same:

You are still a teacher and representative of the Pasadena Waldorf High School off campus and outside of school hours. Any contact with students, whether in person, by phone or email, text or IM, or through social media, must be conducted with the same level of professionalism as if it were taking place at school. If any issues arise due to contact outside of school we will handle it exactly as if it happened on campus during school hours.

A special note about Facebook and social networking: we urge you tread carefully in this area. While we have no hard rules on this beyond the principles above (conduct must be professional and issues and complaints will be handled as if they happened on campus) we must point out that social media is fraught with special dangers.

As a general rule, try to avoid sending friend requests to students. By its very nature the student/teacher relationship is unequal and such requests may place the students in an awkward situation. If students send you a friend request, think carefully before accepting. If you are confident that nothing in your profile (to include pictures your friends post of you) would in any way compromise

your status as a positive role model, then you may accept such requests. However, the same guidelines we give the students also apply to faculty:

The reputation of our school is important to all of us. It affects how we are viewed in the Pasadena area as students, teachers, and as a school. Whether we realize it or not, all members of the school community are always representatives of the school, even when we are not on campus. Things we say or do, in public or online, that reflect back on the school are the responsibility of all of us. Students (and faculty) should be aware that anything they say in public or post on the internet is their responsibility, even when it is said or posted off campus and outside of school time, and even when it is posted in a semi-private forum. Students (and faculty) may be subject to disciplinary action for statements or postings that reflect poorly on fellow students, other faculty and staff, or the school. The school reserves the right to take appropriate disciplinary measures as deemed necessary for any violations of this policy, whether it occurs on school grounds or off.

Here is our all-school faculty/staff handbook entries that govern e-mail communication:

ELECTRONIC MEDIA USAGE AND INTERNET ACCESS POLICY

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Pasadena Waldorf School in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity. Additionally, this policy is intended to guide faculty and staff in the proper use of electronic media in front of the children and school community.

Pasadena Waldorf School provides computer devices, networks, and other electronic information systems to meet the school's mission, goals, and initiatives and must manage its resources responsibly to maintain the confidentiality, integrity, and availability of information assets. This policy requires the users of school systems and data to comply with PWS policies and in order to protect the school from damaging legal issues.

Scope

All employees, contractors, consultants, volunteers, temporary and other workers at Pasadena Waldorf School, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by Pasadena Waldorf School, or to devices that connect to a Pasadena Waldorf School network or reside at a Pasadena Waldorf School site.

General Requirements

- You are responsible for exercising good judgment regarding appropriate use of Pasadena Waldorf School resources in accordance with Pasadena Waldorf School policies, standards, and guidelines. Pasadena Waldorf School resources may not be used for any unlawful or prohibited purpose.

(Pasadena Waldorf School)

- For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic. Devices that interfere with other devices or users on the Pasadena Waldorf School network may be disconnected.
- You have no privacy for any data created or stored on school-owned computers or transmitted over the school's network. The school and its authorized agents have the technical ability to read and monitor files and messages stored on or transmitted across the school's network, and may do so with the authorization of the school's Administrator.
 - All electronic communications created on behalf of the school remain the property of PWS and are to be used for school business. For example, email messages to or from parents, or to or from school faculty and staff are considered School Records under the law. The school has the legal right, as well as the responsibility, to properly store and secure such communications, and may at times be compelled to search and produce these records to third parties. The School could also be held liable for failure to secure or maintain the confidentiality of such records.
 - You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy and could expose the school to liability.
- You must ensure through legal or technical means that proprietary information remains within the control of Pasadena Waldorf School at all times. Conducting Pasadena Waldorf School business that results in the storage of proprietary information on personal or non-Pasadena Waldorf School controlled environments, including devices maintained by a third party with whom Pasadena Waldorf School does not have a contractual agreement, is prohibited.
 - Information stored in PWS computers and file servers, including without limitation financial information, student information, research data, vendor agreements, or employee information is the property of the School and may not be distributed outside the School in any form whatsoever without the written permission of the School Administrator.

Network Use

You are responsible for the security and appropriate use of Pasadena Waldorf School network resources under your control. Using Pasadena Waldorf School resources for the following is strictly prohibited:

- Causing a security breach to either Pasadena Waldorf School or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- Causing a disruption of service to either Pasadena Waldorf School or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.

(Pasadena Waldorf School)

- Introducing honeypots, honeynets, or similar technology on the Pasadena Waldorf School network.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws
- Use of the Internet or Pasadena Waldorf School network that violates Pasadena Waldorf School policies, or local laws.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.
- Port scanning or security scanning on a production network unless authorized in advance by the Administrator.

Electronic Communications

The following are strictly prohibited:

- Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates Pasadena Waldorf School policies against harassment or the safeguarding of confidential or proprietary information.
- Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Use of a Pasadena Waldorf School e-mail or IP address to engage in conduct that violates Pasadena Waldorf School policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a Pasadena Waldorf School e-mail or IP address represents Pasadena Waldorf School to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

Media and Children

Our school culture seeks to minimize the exposure of students to of lower school students to media. The adults who work at the school are role models, and as such ideally should not be seen engaging in behaviors that are prohibited to lower school students. While this is not always possible, the following rule applies:

- Only under emergency situations shall a lower school teacher or member of the aftercare staff use a computer or personal communication device (such as a cell phone) in front of the children.

Conclusion

A school employee found to have violated any of the above policies, whether intentionally or not, may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with Pasadena Waldorf School.

[Note: the school handbook for faculty and staff contains extensive provisions pertaining to harassment as well as professional conduct in communications with students and parents. These would also specifically apply to communications made through e-mails, and are referred to in the above policies.]

Cell phones [in addition to the above general Electronic Communication policies]:

1-14: PROHIBITED USE OF SCHOOL CELL PHONE WHILE DRIVING

In the interest of the safety of our children, employees, and other drivers, PWS employees are prohibited from using cell phones (including all smart phones) while driving on School business and/or School time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on School business and/or School time. The School recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of School rules.

Writing, sending, or reading text-based communication – including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications – on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of State law and a violation School rules.

(Eugene Waldorf School)

Policy on Cell Phone Use:

We ask that parents refrain from using cell phones in the playground area, the hallways and other indoor community areas of the school. Parents working on committees and staff are welcome to use cell phones in the school offices or the faculty room.

We ask everyone to turn off their cell phone ringer upon entering school buildings.

There is a phone in the community room for public use. Should you need to use your cell phone we ask that you step outside either in the parking lot or away from playground areas.

Student cell phone use is restricted to outside of school hours and outside of buildings and playgrounds.

Prairie Hill Waldorf School

262-646-7497

Jeanne Ring

Business Services Manager

Addendum to the Technology survey

Cell Phone Usage

We ask adults to be good examples to our students in the way they use their cell phones. Please refrain from using a cell phone while driving on school grounds or while in the hallways.

We strongly discourage students from having a cell phone at school. If you need to be in contact with your student during school hours, please call the School Office. If your student needs to contact you during the school hours, they will also be directed to the School Office. If you need to be in contact with your child outside of school hours via cell phones, please be aware that students will be required to store them in their backpacks at their hallway cubbies. The phone must remain off between 8:15 am and 3:30 pm. At that point, students may use them for communications with parents discreetly and out of eyesight of others.

Videotaping or Recording School Events

Please DO NOT USE video or flash cameras during school events such as class plays, performances, or the Grade 1 first day ceremony. *At the Festival of Light, we ask that no camera or recording equipment of any kind be used.* When children have worked on a presentation or are involved in a ceremony or festival, they experience this as a living activity on a number of levels, yet the camera or videotape can only capture physical details as an uninvolved recording device. The personal experience that occurs in both performer and audience is as valid as those details and becomes as much a part of our memories as what we saw and heard, if not replaced by a recorded image. The validity of personal experience is one of the hallmarks of Waldorf education, and we encourage you to help support this capacity in the children.

There are situations where camera or recorder equipment may be allowed at an event, such as a performance or graduation a parent cannot attend. Please consult with your child's teacher for permission to record a performance, so that a solution can be found that will meet the needs of all concerned.

(SCHOOL NAME) Employee Email Policy

I. School Use of Email

Email is a valid mechanism for official communication within (SCHOOL NAME). Official email communications are intended to meet the academic and administrative needs of the school community and may be used to communicate to employees regarding official business that is critical to the operation and function of the institution.

The ED may utilize or authorize email to send mass mailings to employees, and to any groupings of parents, according to the protocol outlined below:

- a) All communications from teaching and administrative staff to groups of parents pertaining to school life are first sent for review to the Office Manager (OM) and ED at least 48 hours prior to the desired sending date.
- b) OM or ED reviews and may revise a communication if deemed necessary.
- c) Revisions may be made to a document if information is incomplete, inaccurate, or in need of explicit context, when the content characterizes a policy, protocol, or general direction of the school in an imprecise or inaccurate manner, or when basic writing mechanics (spelling, grammar, punctuation) are in need of correction.
- d) When revisions are necessary, the OM or ED will review the changes with the author of the text prior to sending, in all cases except for writing mechanics and those in point e) below.
- e) On the rare occasion of a communication needing to be sent in a timeframe shorter than 48 hours, the OM or ED will review and/or modify as promptly as possible. It may be the case that revisions made in a context qualified as urgent will not be returned for approval to the original author prior to sending.
- f) Mass mailings sent directly by teaching and administrative staff to parent groups without prior approval of the OM or ED are not acceptable, and are in breach of (SCHOOL NAME) Employment Agreement as outlined in point 13) of teaching staff job descriptions.

2. Official School Email Accounts

All school employees are given an official School email account. An official School email account is one in which the address ends with "threecedars.org." The address of the official email account is included in a centrally maintained database accessible to employees so authorized. Requests regarding any aspects of email communication and technology must be addressed to officialemails@threecedars.org.

This allows for prompt and appropriate handling of requests.

3. Expectations about employee use of email

Employees are expected to check their official school email on a regular basis in order to stay current with School-related communications. Communications pertaining to school must be sent using school email addresses.

4. Redirecting of email

If employees choose to redirect their email from their official School account to an off-campus email account, they do so at their own initiative and risk. Having email redirected does not absolve employees from the responsibilities associated with official communication sent to their school account. The School does not authorize employees to automatically forward emails from their school accounts to personal accounts.

5. School property

Any e-mail address or account assigned by the school to individuals or functions of the School, is the property of the School. E-mail services are extended for the sole use of School's faculty, staff, and other appropriately authorized users to accomplish tasks related to and consistent with the School's mission.



6. Authorized Access and Disclosure

Users are required to comply with the School's requests for access to and copies of the School's e-mail records when access or disclosure is required or allowed by applicable law or policy, regardless of whether such records reside on a computer housed or owned by the School.

7. Misuse

- Using e-mail for illegal activities is strictly prohibited.
- Failure to follow state law with regard to the disposition of mail records can lead to criminal charges.
- School e-mail services may not be used for commercial activities.
- E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the School or any part of the School unless expressly authorized to do so.

8. Personal Use

The School's e-mail services may be used for incidental personal purposes provided that such use does not:

- a) Interfere with the e-mail user's employment or other obligations to the School;
- b) Violate this Policy, or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest or commitment, harassment, defamation, copyright violation or illegal activities.

9. Confidentiality

- The confidentiality of e-mail cannot be assured, and such confidentiality may be compromised by access consistent with applicable law or policy, including this Policy, by unintended redistribution, or due to current technologies inadequate to protect against unauthorized access. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that their e-mail is private or confidential.
- Users may not access, use, or disclose personal or confidential information without appropriate authorization, and must take necessary precautions to protect confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.

10. General Use Cautions

- The ability of a recipient to forward a message, or accidentally respond to a listserv rather than an individual, may broadcast an e-mail message widely.
- Remember that there is no way to guarantee that the purported sender of an e-mail message was in fact the real sender of the message. It is relatively easy to disguise an electronic identity.
- Do comply with all state and federal laws.
- Do follow the normal standards of professional courtesy and conduct.
- Do respect copyright, proprietary rights, privacy laws.

YOU MAY NOT:

- Access, read, use, transfer or tamper with accounts or files that you are not authorized to use.
- Alter system software or hardware configurations without authorization.
- Libel or otherwise defame others via e-mail.
- Participate in illegal activities such as making threats, harassment, theft, breaching security measures, or violating other applicable law or policy.
- Engage in commercial activities.
- Engage in activities for personal financial gain.
- Violate school policies and guidelines.
- Send or forward chain letters or spam.
- Use a personal email to communicate about school business.

SWS COMMUNICATION PROTOCOL

The text below is part of the SWS Communication Protocol. This protocol may be revised in the near future.

EMAILS

Emails are the primary means of as-needed internal (faculty & staff) and external (parent community & friends) communication.

Specific goals for email communications

- ❖ Distribute information that is factually accurate, clear, timely, relevant, appealing, respectful, and representative of the school's approach and style.
- ❖ Ensure that the flow of information is consistent, predictable, and at a manageable volume.

These goals are achieved by following the guidelines below.

Note: In exceptional circumstances handwritten letters may be substituted for email. The same guidelines apply.

Guidelines and elements for email communications

Emails that need to be sent to groups of people (parents, faculty, staff, community) are submitted to the main office of either GS or HS as needed. At the Grade School, requests for email distribution are submitted M - F to the office by 10:00 am for distribution by 2:00 pm the following day, using **'emailrequest@seattlewaldorf.org'**.

The office may need up to 48 hours to verify all of the details before the submitted email is sent out.

Specifically, designated office staff will review emails to:

- avoid the scheduling of conflicting events by checking the Internal Trumba Calendar
- ensure the facilities manager is aware of planned events, and the Pre-Event Checklist is filled out
- ensure accuracy of information by checking all links and event details etc.
- ensure alignment with school policies
- ensure a tone representing the school's spirit (for example, invitation rather than pressure to participate)

After the review is completed, the designated staff person will send the email via Alert Now - first as a test message to self, then, if all aspects of the received test message are in order, the message may be sent out to the intended group. The Director will be copied in to all emails.

To ensure that Alert Now has the most current email addresses, a designated staff person enters new email addresses in Filemaker the same day they are received, and uploads a CSV file from Filemaker to Alert Now the same day. In addition, a designated staff person uploads a CSV each Friday.

Parents (or faculty or staff) who received an email sent to them through the office, are free to reply to the office for needed clarification or **directly** to the person on who's behalf the message was sent.

Elements include:

1. ECP and Grade School regular email letter from each class teacher to their respective class.

The letter may incorporate

- a report from the teacher on what is currently being taught (*This deepens parents' understanding of the purpose of the curriculum and helps strengthen their commitment.*)
- what is expected of the students
- how the students are doing collectively
- heartwarming and humorous stories from the classroom
- upcoming dates for events, field trips, requests for help

Note: One letter per month helps the parents to stay well connected, but a more frequent letter from the teacher is fine!

To facilitate this process the office sends reminder emails to all class teachers, class parents, and specialty teachers to request letters/information from each class.

2. Class activity-specific emails

These are reminders for class activity-specific information such as details about class events, requests for help, sign-up information etc. Whenever possible, class specific emails are sent on the day of the request.

3. Tips for writers to help expedite the sending out of an email request

FACTS	Double check all facts - location, time, duration, participants, cost, etc.
EDIT	Edit for spelling and grammar
LINKS	Verify all web links to ensure they are live and accurate
REVIEW	Enquire with Class Parent and teacher of the class as to whether other information needs to be communicated

	in the near future (other events, requests, info) in order to compile information and so limit the number of emails received by parents								
SUBJECT LINE	Give a suggestion for what it should be (The subject line is <u>very important</u> - the reader quickly chooses if the email is worth reading just from glancing at the subject line.)								
HEADER SECTION	<table><tr><th>Information needed</th><th>Sample header section</th></tr><tr><td><i>To whom is this message addressed?</i></td><td>To: Grade 8 Parents</td></tr><tr><td><i>Who is sending this message?</i></td><td>From: Martina Rose</td></tr><tr><td><i>Who needs to be contacted about the topic of the email?</i></td><td>Reply to: mrose@server.com</td></tr></table>	Information needed	Sample header section	<i>To whom is this message addressed?</i>	To: Grade 8 Parents	<i>Who is sending this message?</i>	From: Martina Rose	<i>Who needs to be contacted about the topic of the email?</i>	Reply to: mrose@server.com
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TIMING	Indicate whether the message should go out at a particular time. For example: <i>"two days before the Shepherds Play"</i> or <i>"send reminder this coming Friday"</i>								

4. Descriptive email addresses for office staff facilitate the identification of individuals and functions when emails are received.

Example of a descriptive email address:

Office Manager - Diana Wolfe dwolfe@seattlewaldorf.org

To create a descriptive email address:

For Google Mail, see: "Descriptive Google account name.pdf" on the SWS Google site for Internal Documents -> Policies & Protocols -> How To

For Outlook, see: <http://office.microsoft.com/en-us/outlook/HA011507601033.aspx>

Use of Technology Resources

The School's Technology Resources, including all computer, data, and telecommunication hardware and software are critical to its business success. The purpose of this policy is to explain how employees of the School should use the School's Technology Resources in ways that maximize the benefits of the technology to the School and reduce the risk of loss or misuse of these resources and/or creation of liability for the School. The School's Technology Resources are defined as:

- *Telephones, cellular phones, handheld devices (such as smart phones), and voicemail*
- *Internal computer systems including desktop and notebook computers, file servers, Intranet, and e-mail*
- *External computer systems, including research databases, Internet, social networking sites, and e-mail*

Using Technology Resources

All Technology Resources should be used only in furthering the School's business and never in violation of applicable laws. To this end, employees should not use any Technology Resource for the conduct of business other than the School's business. Notwithstanding the above, employees may use the School's Technology Resources to:

- ◆ Prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner provided such use does not conflict with any purpose or need of the School;

- ◆ Send and receive necessary personal communications through e-mail;

We discourage unnecessary cell phone use in the workplace except as expressly authorized above. The prohibition extends to tape recording and video recording using cell phone or like devices. Employees should be aware that in California it is illegal to secretly tape record another person(s) without their consent. Likewise, the School also prohibits employees from secretly tape recording or video recording in the workplace.

Employees should not expect, and do not have, any privacy rights when using any Technology Resource. The School assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the School's Technology Resources. The School further accepts no responsibility or liability for the loss or non-delivery of any personal e-mail communication and suggests that employees avoid storing private or confidential personal information on any of the School's Technology Resources.

No Privacy Rights

The School in general has no desire to invade the personal privacy of employees when there is no business need. However, the School provides the Technology Resources only to further its own business aims. Thus, employees should not expect and do not have any privacy rights when using the School's Technology Resources. The granting of a password does not confer any right of privacy upon any employee of the School and all Technology Resources -- including all information, documents and messages stored therein -- should be related to the business of the School.

The School may inspect all files or messages on its Technology Resources at any time for any reason at its discretion. The School reserves the right to randomly and periodically monitor its Technology Resources at any time in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, the School reserves the right to monitor its Technology Resources at any time based on a reasonable suspicion of wrongdoing or in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose.

Risk Management

Managing risk in a technology environment is a complex task. However, individuals can contribute significantly to reduced risk by exercising care when using Technology Resources. Being careful means protecting the interests of the School when working with or transmitting documents over computer systems. Being careful also involves remembering that any activity carried on while using outside networks through e-mail, Internet access, social media, or other service providers reflects on the School when it is carried out using the School's Technology Resources. Following are some examples of behavior that reduces risk:

- ◆ Always consider the confidentiality of documents and information transmitted over outside services. This involves faxing, use of e-mail, cellular calls, flash drives/CDs, and other technology options. Substantial damage can be done by routing documents to the wrong person or organization, exposing documents or messages to interceptions and theft, inadvertently transferring viruses, malware or any information on transportable media such as flash drives/CDs, transmitting confidential information during cellular calls, etc.
- ◆ Always verify addresses such as e-mail and fax numbers before sending information so that it does not fall into the wrong hands.

- ◆ Be aware of the rights of others to their own copyrighted information. Do not download and pass on copyrighted materials where the copyright owner has expressly forbidden it. Do not "publish" another person's messages to a larger audience without securing their permission first.
- ◆ Remember, when sending e-mail, engaging in social networking on sites such as "Twitter", "Facebook", "MySpace" or "LinkedIn", or contributing to any public forum such as an Internet newsgroup while using the School's Technology Resources, what you say may be interpreted as the opinion of the School. Be courteous and businesslike in your communications.
- ◆ Always use appropriate fax cover pages that contain all the information necessary to see that delivery is made to the proper person.
- ◆ When transferring documents outside the School, use "clean" CDs or flash drives. Documents deleted from flash drives or CDs may leave residual data that can be "scavenged." To prevent this, use new flash drives or CDs.

Internet And E-Mail Use

Access to the Internet is provided to employees to accomplish job responsibilities more effectively. The use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. The School expects that its employees will use these resources in a responsible fashion and for business-related purposes only. Employees should not use the Internet or Intranet for frivolous use such as accessing, downloading from, or contributing to the following (except in relation to a specific School matter):

- ◆ Indecent, or sexually-oriented materials
- ◆ Sports sites
- ◆ Job-search, house-search/sales sites
- ◆ Entertainment sites
- ◆ Gambling sites
- ◆ Games, humor
- ◆ Drug-oriented sites
- ◆ Personal pages of individuals
- ◆ Chat rooms
- ◆ Politically-oriented sites or sites devoted to influencing the course of legislation or public policy
- ◆ Email from a personal email account

(SAC Waldorf)

- ◆ Social networking sites (such as “Twitter” “Facebook” or “MySpace”)

Downloading of software applications, even if they are free, is not allowed.

The School reserves the right to monitor the amount of time spent using online services and the sites visited by School personnel. The School reserves the right to limit Internet access to include or exclude certain Internet sites and/or services.

E-mail is not private communication, because others may be able to read or access the message. E-mail may best be regarded as a postcard rather than as a sealed letter. In addition to risk management issues surrounding the use of e-mail, the following policy is provided.

- ◆ E-mail messages are considered business records and may be subject to discovery. Be aware of this possibility when using the School's Technology Resources to send e-mail both to other School employees and to persons not employed by the School. Formulate the message accordingly.

- ◆ Never send abusive, sexist, racist, or defamatory e-mail messages that could be considered in violation of the School's anti-harassment or antidiscrimination policy.

- ◆ Do not use e-mail for sensitive or time critical matters. If speed is essential, use the telephone. E-mail does not convey emotion well. If the subject matter is sensitive, do not risk misunderstandings -- use the phone.

- ◆ Employees should never send an e-mail message unless he/she is absolutely sure of the correct address of the recipient.

Using Social Media

At the Sacramento Waldorf School, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Sacramento Waldorf School, as well as any other form of electronic communication.

The same principles and guidelines found in the School's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects students, parents, suppliers, or people who work on behalf of Sacramento Waldorf School or Sacramento Waldorf School's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules: Carefully read these guidelines, the Use of Technology Resources Policy and the Anti-Harassment and Anti-Discrimination Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful: Always be fair and courteous to fellow employees, students, parents, suppliers or people who work on behalf of Sacramento Waldorf School. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, parents, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or School policy.

Be honest and accurate: Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Sacramento Waldorf School, fellow employees, students, parents, suppliers, people working on behalf of Sacramento Waldorf School or competitors. Post only appropriate and respectful content.

Maintain the confidentiality of Sacramento Waldorf School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of

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systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a Sacramento Waldorf School website without identifying yourself as a Sacramento Waldorf School employee. Express only your personal opinions. Never represent yourself as a spokesperson for Sacramento Waldorf School. If Sacramento Waldorf School is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Sacramento Waldorf School, fellow employees, students, parents, suppliers or people working on behalf of Sacramento Waldorf School. If you do publish a blog or post online related to the work you do or subjects associated with Sacramento Waldorf School, make it clear that you are not speaking on behalf of Sacramento Waldorf School. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Sacramento Waldorf School."

Using social media at work: Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Technology Usage Policy. Do not use Sacramento Waldorf School email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited: Sacramento Waldorf School prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

The prohibitions in this policy do not apply to protected concerted activities and are not intended to discourage such activity.

Telephone/Cell Phone Use and Other Electronics

Personal telephone calls should be brief and kept to a minimum whether in the classroom or in the School offices. Long distance calls should be billed to the employee's home telephone number (i.e., employee should use a personal calling card or personal cell phone).

If you bring your personal cell phone to work, you must not use the cell phone during classroom hours for teachers and school business hours for staff, except in case of an emergency. It is

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unprofessional, and is not acceptable, to be talking on your personal cell phone during classroom hours or school business hours. Cell phone calls must be taken during breaks and meal periods and only outside of the building or in the lunch room.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device and safely pull off the road before answering the phone and conducting School business. Under no circumstances should employees place or answer phone calls, emails or text messages at any time while operating a motor vehicle while driving on School business and/or School time.

WESTSIDE WALDORF SCHOOL



(From current Faculty and Staff Handbook)

SOCIAL MEDIA POLICY

Although the School respects your right to self-expression, it's important to remember that the rules that apply to the electronic world are the same as those you are expected to follow every day as faculty and staff of the School. If you are participating in social media on behalf of the School, talking about your work with the School, or sharing other information about the School in any social media, then you must follow this Social Media Policy (the "Policy").

This Policy applies to your participation in any and all types of social media platforms and communication tools, such as (collectively referred to as "Social Media"):

- ☐ Blogs (e.g., external blogs or microblogs such as Twitter)
- ☐ Wikis (Wikipedia or any other similar sites)
- ☐ Multimedia or user-generated media sites (e.g., YouTube)
- ☐ Social networks (e.g. Facebook, MySpace, Linked In, Twitter)
- ☐ Virtual worlds (e.g., Second Life)
- ☐ Text messaging and mobile device communications
- ☐ Any other kind of social media or user-generated media that is currently active or that may become available after the publication of this Policy

The School reserves the right to take all appropriate action to remove content posted on any Social Media that is found to be offensive, derogatory, harmful to the School and its faculty and staff or otherwise violates this Policy or any of the School's other workplace policies.

If you decide to participate in Social Media, you must follow these **Rules of Engagement**:

- ☐ Do not misrepresent yourself when communicating about the School or your role at the School in Social Media.
- ☐ You may not claim, suggest or imply that you are speaking on behalf of the School unless you are expressly authorized to do so by the Administrative Director.
- ☐ If you are commenting on the work that you or others do at the School, you must include a statement on the Social Media that the views expressed are your own:

"The comments and other content on this site are my own and do not represent the positions, opinions or strategies of Westside Waldorf School ("WWS"). WWS is not responsible for the accuracy of any of the information that I have posted."

☐ It is a good practice to include the above statement, but don't count on it alone to avoid trouble. Including this statement does not relieve you of any of your personal responsibility for your online activity.

☐ You are responsible for what you share on Social Media, so think before you post, text or discuss anything related to your work with the School.

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- If you find yourself wondering if you can talk about something you learned at work -- don't.
- What you publish or post will be around for a long time, so consider the context and use good judgment. Ask yourself: *"Would this comment/posting embarrass me, my family or colleagues or disparage or negatively impact the reputation and goodwill of the School if it were reported on the front page of the Los Angeles Times or on the evening news?"* If yes, then don't post it.
- Do not discuss the School's faculty, staff, students, parents, suppliers or vendors by name without their explicit prior approval.
- The School may monitor online postings, so be aware that crimes, including theft and vandalism, will be reported to the proper authorities.
- Ultimately, the decision to post is yours...but you also own the consequences. If you ignore or violate this Policy, you could be disciplined, suspended or fired, get the School in legal trouble, be sued by others, be subject to criminal charges, and/or damage the goodwill of the School.

WWS Social Media Policy Guidelines

Recognizing the necessity for children's public safety and appealing to pristine standards of professionalism, WWS supports the following public standard:

Teachers (and employees) are **not** to include enrolled WWS students in their personal social network profiles, nor accept such invitations from former WWS students younger than 18 years of age.

Using social networking as instructional tools **to parents only**

Teachers (and employees) may create a professional profile through which they can post information about school-related topics. For example: "Ms. Smith's fifth grade class."

In these circumstances, WWS issues the following guidelines:

- If you wouldn't say something in your classroom, at a conference or to a member of the media, consider whether you should post it online. "Think twice before posting."
- When posting or texting, avoid inappropriate language, exaggeration, provocation, sarcasm, as well as inflammatory arguments.

Professional conduct on personal social media profiles may subject the teacher (employee) to disciplinary actions consistent with local, state and federal laws, and/or school board policy.

Posting of Digital Images:

Teachers (and employees) as well as parents may **not** post online any digital images or videos (fieldtrips, class plays, etc.) captured on or off campus without prior approval. They are the private property of the School until authorization is granted. They may be used in the classroom for review, learning or sharing. Contact the Administrator if you have questions about sharing digital images or to find out about posting online.

Detroit Waldorf School

Use of Electronic Technology on Campus

The effects of electronic technology (electronic and video games, CD players, head phones, cell phones, computers, mp3 players, Wii, etc.) on the physical and emotional development of children is an ongoing concern. As educators and parents we have an important stake in this concern: the healthy growth and development of the children in our care. The Waldorf curriculum is multi-sensorial by nature and is designed to assist the children in developing healthy sight, hearing, smell, touch and movement, all of which are of critical importance to developing thinking. For that reason, the faculty of the Detroit Waldorf School refrains from exposing the children to electronic technologies in the school.

1. The faculty asks that parents, likewise, eliminate their child (ren's) use of electronic equipment and media (enumerated above) for Grades 4 and below.
2. From grades 5 through 8, the school asks parents to eliminate their child (ren's) use of electronic equipment and media on school nights. This will allow for more time for family interaction, homework, practice time for musical instruments, and space for proper meals and sleep.
3. Students are not allowed to bring or use pagers, cell phones, headphones, CD players, radios, etc. to school or use them when participating in school functions. **Written permission from the school and class teacher is required for student cell phone usage; please contact the office for a form.**
4. Norms for computer use for classroom assignments will be developed for the upper grades (6, 7,8) and will be communicated to parents by their child's class teacher.

As adults, we use our cell phones and similar electronic devices to make our work more convenient and productive. However, we also have become somewhat unconscious about the effect that the use of these devices may have on others. **The faculty requests that you refrain from use of these devices while on the campus.**

Auditorium

The auditorium is the heart of the school, and the work that the children present on stage is an extension of the pedagogical work in their classrooms. The ringers, camera flashes, video equipment and conversations that accompany the use of these devices are disruptive to the respectful environment that we are attempting to create for the children. Please turn off all electronic devices when entering the auditorium and refrain from entering and leaving the auditorium except at the beginning and the end of the program or during intermissions.

Parents may have questions about the lack of use of amplification systems in the auditorium during student performances. Again, after careful study of the pros and cons of this issue, the faculty has affirmed our pedagogical decision that hearing the authentic human voice and the music that we play is very important to the development of healthy listening and healthy speech in the children. While this may represent an inconvenience at times for the audience, we work hard as a faculty to help the children reach a high level of skill and art in their stage voices. Our auditorium has good acoustical quality, so it is left to us to make ourselves heard to the audience. If a member of your family has a hearing difficulty, we urge you to arrive early and select seats near the front of the auditorium.

YIHS Position on Technology in the School

The technologies that surround us today are powerful objects with the ability to inform, entertain, and connect human beings with one another on a scale and with a speed heretofore unimagined. These devices can be incredibly powerful educational tools, but they can also distract and alienate us from important experiences in our immediate environment.

1. Cellular phones, mp3 players and other personal electronic devices, must be silenced and out of sight of teachers and students during class time. Students observed using these devices during class will have them confiscated for the remainder of the day. They may be picked up from the school administrator at the end of the day. Consequences for repeated violation will be determined by a Care Group. Use of personal electronic devices for classroom purposes or during field trips/service trips requires the explicit permission of the teacher.
2. Computers are provided by the school for academic purposes only. Social networking sites such as Facebook should not be visited during school hours on school computers. Illegal downloading of media material is strictly prohibited as is the viewing of obscene or inappropriate digital content. Computers in the library should be entirely muted when classes are being held in the adjacent room and should use moderate volume at all other times.

We believe that a major part of the YIHS experience can only be found in personal relationships that students develop during their years here. We expect all students to maximize their face-to-face, interpersonal communication skills by minimizing their use of computers and handheld devices during breaks in the school day.

-- Draft 1, 3 November 2011

-- Draft 2, 18 November 2011, approved for distribution to Consultative bodies for feedback by 8 December 2011.

-- Draft 3, 19 December 2011

-- Draft 4, 16 January 2012

--Draft 5, 6 February 2012, approved by Administrative Group

- f. **Assembly Attire:** For assemblies in which the students perform, assembly dress is required. Specific guidelines will be designated as each occasion warrants, however blue jeans, tee shirts, flip flops or sneakers are never appropriate.

Students who are inappropriately dressed and/or groomed at school or school events will be sent to the High School Office. If incident occurs when the office is closed, teacher or staff member will deal directly with student. Students requested to remove jewelry or change clothing are expected to cooperate. Students in violation of the dress code may be sent home and may lose credit for missed classes/events. Appearance issues that arise that are not covered by the above stated policy will be addressed as they occur and at the teacher's discretion.

4. **Electronic Devices:** Students may not use cell phones, headsets, CD/tape players, MP3s, iPods, DVDs, and electronic games on campus. The following rules govern the use of electronic devices:
- If a student brings a cell phone to school for use after leaving the campus for the day, the cell phone must be stored out of sight (such as in a backpack) with the ringer and the power turned off. Any cell phone use, including ringing or vibrating inside a backpack, will result in confiscation of the phone. **The phone will be returned at the end of the day and a charge of \$10.00 per incident will occur.** Payment must be made in order to retrieve the phone. This rule applies during the entire school day as well as on field trips and class trips. Parents may contact their child in an emergency by calling the school office or, if after 3:30 p.m., by calling the number for after school care (Ext. 224).
 - Cell phones are permitted in the following circumstances:
 - After off-campus sports events
 - In the event of an unexpected early dismissal (high school only)
 - On the twelfth-grade class trip
 - The high school allows the use of music playing devices, such as MP3 and laptops, inside the classrooms during the Friday lunch period. **The use of cell phones is not permitted at any time between 8:00 to 3:30.**
5. **Firearms:** Students who possess firearms and knives on campus will be expelled.
6. **Student Drivers:** Students are subject to the laws of the State of California while driving to and from school and while on school property. Students may park only in the lower parking lot. This lot is closed for students' use during the school day except when the students are approved to leave or leave and return to school prior to the end of the school day. Approval to drive off school grounds requires a written note or a call from the parents. The school will ordinarily not grant approval for students to leave school grounds for lunch, community services, school-related errands, or field trips except in extraordinary circumstances. The school will provide transportation when students need to attend sporting events and then return to the school for dismissal. Students may not use their own transportation to attend sporting events if they plan to return to the school per our insurance company. Student drivers may not drive students from Highland Hall to school-sponsored activities. Student drivers must have Permission to Drive onto Campus and a Release of Claims forms completely filled out and on file in the high school office. Violation of the rules for student drivers may result in suspension of driving privileges. A student in any after school program may not be driven off-campus and back by another student driver.
7. **Student Parking Lot:** Students may park in designated areas only. The student parking lot is off limits during the rest of the day except by permission of high school personnel. There must be no loitering in the parking lot.
8. **Fighting:** Fighting will result in suspension.
9. **Telephone Calls:** Students may use the telephone in the high school office at recess or lunch with the permission of the High School Coordinator or a member of the high school faculty.
10. **Absences:** The following guidelines apply to student absences from school:
- If a student will be absent for all or part of the school day, a parent or guardian must inform the High School Coordinator via phone or email.
 - Doctor appointments should be made outside of school time.

30. LAPTOP USE

Students may use laptops during study hall periods. Students may also use laptops during lunch, but only in supervised classrooms. Laptops may be used for word processing only. Listening to music, viewing photos, editing music, videos or photos, or accessing the internet are all specifically prohibited. Smartphones and tablets are not considered laptops.

Students are responsible for the security of their laptops at all times, and the school will not be liable for loss or damage.

Individual faculty members may also allow laptop use in their classes. Students must have prior permission to use a laptop, and the faculty member who authorized it must be present. What one faculty member allows in a specific class in no way obligates other faculty to grant similar permissions.

Students who are found to be using a laptop inappropriately or at the wrong time will have the laptop confiscated. The laptop can then be retrieved from the high school office at the end of the day and upon payment of a \$15 fine.

18. BLOCK WORK DEADLINES

Main lesson books or other final block work is due at 9:40 A.M. on the last Friday of the block. Even incomplete books must be handed in at this time. The student must arrange with the teacher for the submission of required make-up work. All arrangements are at the discretion of the teacher. A student who submits work late can lose credit according to the degree of lateness. Time extensions on submission of main lesson work must be approved by the main lesson teacher. Teachers may also set up additional deadlines within the block time. Failure to meet any deadlines will affect a student's final grade in the block.

A student who is submitting late work is responsible to give his/her work directly to the teacher. If the teacher cannot be located, the student can turn in the work to the High School Coordinator.

19. CLASS TRIPS

Class trips are designed to be social, educational, and fun. Trips are scheduled at a given time during the year and are up to one week in length. All students are required to participate. Class trips generally include experiences in the outdoors and camping. The high school faculty coordinates and approves all class trip plans and activities. Each student must agree to abide by guidelines set up by the high school faculty. Failure by a student to follow these guidelines could result in trip cancellation, either for the class or the whole high school. A student who is unable to participate in class trips may be required to attend classes, do academic work, or perform community service during normal school hours. The expenses incurred for class trips depend on the type of class; therefore, parents and students must cover the expenses involved in class trips. Behavior and conduct on such trips are the same as at school, with the following guidelines:

1. Radios, cell phones, or other electronic equipment MAY NOT be taken on any class trip or field trip.
2. The use of tents is discouraged. If tents are necessary due to weather conditions, no coed tents for sleeping are allowed.
3. Night walks are permitted only in groups and with a responsible adult in charge.
4. No student is to walk or hike anywhere alone. Under no circumstances is anyone to leave the group without permission.

20. OTHER SCHOOL TRIPS AND ACTIVITIES

Special trips/activities take place throughout the school year. These events usually involve all or part of the high school population, creating an opportunity for students to develop educational and social skills outside the classroom. The high school faculty feels very strongly that all students should attend these trips and activities; therefore, participation is a requirement. A student who is unable to participate may be required to attend classes and do academic work or community service during the school hours. All school rules apply to those students who participate in the trips and activities.

21. FUNDRAISING

High school classes often need to raise money for special projects, class trips, etc. All fundraising activities undertaken by an individual **STUDENT OR PARENT** must be cleared through the high school faculty. All class members are expected to participate in the fundraising projects of their class.

22. STUDENT JOBS

The Highland Hall high school faculty recognizes that many upper class students may wish to take jobs during the summer months to earn money and to gain experience. The faculty, however, feels strongly that during the school year, school attendance and satisfactory completion of school work should take priority in the students' lives. School-related obligations include participation in scheduled class projects such as class trips, concerts, and rehearsals. See the High School Coordinator for work permits.

23. PRIVATE PARTIES

Students sometimes hold parties after events such as the *Three Kings* play, the senior play, the prom, and graduation. These parties are private parties and are not school functions. The high school faculty will not supervise these parties. Any school-sponsored activity is either designated by a letter sent home or on a permission form which the parents must sign and return to the school. An example of the

**MAIN CAMPUS & OFFICE**

2728 NE 100th Street
Seattle, WA 98125

TEL: 206.524.5320

FAX: 206.523.3920

KINDERHAUS

4919 Woodlawn Ave N
Seattle, WA 98103

www.seattlewaldorf.org

HIGH SCHOOL

160 John Street
Seattle, WA 98109

admissionoffice@seattlewaldorf.org

SWS End of Grade School Trip Agreement

The End of Grade School Trip is a very special occasion in the life of your class, a celebration of your achievements as a class under the guidance of your teachers. Your Trip was conceived and prepared by your teachers and parents, who dedicated time, energy, and resources to offer you a memorable experience. As you prepare for your trip, we would like to remind you that all school rules apply on a field trip. These rules are devised to maintain the social harmony of your group, and to ensure your safety and the safety of others. We ask you and your parents to sign this agreement as an expression of your understanding of these rules, and that you return this signed agreement to your Class teacher prior to leaving on your trip.

Behavior Expectations

- Students on a class trip are ambassadors of the Seattle Waldorf School, and represent our school and its values. We expect students to behave in ways that demonstrate their consideration of others, show courtesy and respect at all times, refrain from using vulgar or obscene language, or act in inappropriate ways.
- Students are expected to respect the indications of their teacher and chaperones at all times.
- Students are expected to behave as per SWS Code of Conduct and to follow all additional instructions given on the trip including activity-specific instructions.

Items not Allowed on your Trip

- Dangerous items such as knives, weapons, matches, lighters, etc.
- Illegal and/or mind altering substances, alcohol, cigarettes
- Electronic entertainment devices such as games, music players, cell phones, etc. Trip leaders will have cell phones which can be used in case of emergency.
- As your trip may include opportunities for shopping you may bring cash to a maximum of \$50.

Infractions

On your trip, your teacher and chaperones will manage inappropriate student behavior as it arises, through their skill and imagination, and by means of their relationship with you. However, occasionally they may encounter situations which require additional measures, for example:

- Using or possessing illegal substances, alcohol or cigarettes
- Lack of respect, defiant behavior
- Sexual harassment or promiscuity, bullying, threats, intimidation
- Fighting or deliberately harming or endangering the safety of another person
- Destruction of property, stealing, leaving premises or deviating from planned route without permission

Consequences of infractions

The teacher may, at his or her discretion, inform the student's parents, place the student in the care of a chaperone or in a separate area, and/or ask the parent to come and pick up the student.

Student Name

Parent(s) name and signature

Teacher

School Director(s)

San Francisco Waldorf School

Excerpted from Grade School Parent Handbook (K-8)

Communication

The office sends out a **Weekly Parent Bulletin Email** with important reminders about schedules and events. Most teacher communications are also sent via email. **Monthly Newsletters** are also sent via email or available on the website. Please make sure you let the office know if you have any difficulties with receiving emails. Most information is also available on the school website.

Class Communications

All grade school classes have email lists or groups such as Yahoo Groups or Google Groups for keeping families up-to-date on class activities and news from the teacher. These lists are generally facilitated by the class parents and staff. These lists are monitored and are for class business only and not intended as open discussion forums. If you do not use email it is critical that you notify both the registrar and the class parents so that important information can be mailed to you or communicated via phone.

A word on email communications: Email lists are a useful tool for communicating matters pertinent to the class such as meeting times, field trip information, or schedule changes. It requires a high level of prudence in how things are stated and exactly what is shared. Please consider all communications to school email lists just as you would a personal letter addressed to each individual on the list, but with the knowledge that everyone on the list is interpreting the communication from their experience and perspective. Many discussions and questions may be better handled through a message to the teachers voicemail or as a planned part of a discussion at a parent evening.

Grade School Cell Phone Etiquette

While recognizing the necessity of cell phones as a communication tool, the school must draw some limits to prevent interruptions and intrusions into our daily routine.

Student Use

Students may not use cell phones on campus during school hours or during after-care hours*, or off-campus during school hours such as when at the park or on field trips. If a student carries a cell phone in his/her belongings it must remain turned off and put away until after school. Phones or other electronic devices found outside of backpacks or bags will be confiscated. The teacher has the discretion to require a parent or guardian to come to the school office to retrieve any confiscated items. Students who wish to use their phones outside after dismissal will be asked to move down the sidewalk beyond the school property line.

*Students may ask permission from faculty or staff to use their phones in the school office for important family communications.

Adult Use

Cell phone use in the interior areas of the campus is distracting to others and should be avoided. It also sets a poor example for the students. If it is necessary to use a cell phone when on campus, we ask that the adult step out in front of the school and away from any outdoor classes or ask if there is a quiet spot in the offices that can be used for the moment.

Personal Music Devices

Use of personal music devices has much the same effect on social interactions and the school's learning atmosphere as does student use of cell phones, and are therefore subject to the same usage limitations as cell phones.

Excerpted from High School Student/Parent Handbook

Section 2: COMMUNICATION

Email

All official communication concerning high school events, activities, and issues for parents' attention are sent via email. In an effort to reduce use of paper and to maintain our LEED-certification status of sustainable practices, we are endeavoring to eliminate paper mailings whenever possible.

If a teacher has concerns regarding a student's behavior or academic progress a Teacher Letter of Concern will be emailed to the parents, each letter will contain information regarding the concern and avenues for remediation. Progress reports are emailed at the end of each 1st and 3rd quarter and evaluation reports are sent at the end of each semester. Unofficial transcripts are emailed at the end of each school year.

If you do not have an email account that you check regularly or cannot view attachments, please notify Jessica Eicher or Jane Gallardo, and we will routinely send paper mailings via US mail instead.

Institutional email accounts are issued to students as they matriculate into the high school.

Announcements

The school emails The Weekly Bulletin every Thursday to all students and parents/guardians, which give important information about upcoming about high school and grade school events and activities. Date-sensitive information is usually contained in the Weekly Bulletin. Weekly Bulletins are sent via email, and they are also posted on the high school website at www.sfwhs.org.

Student Email Policies

All students are assigned a school email account. Even if Internet access is unavailable at home, students can check their school email account in the library or on a school laptop. Students are expected to check this email account daily to receive communications from the administration and from teachers. Students will be kept abreast of school activities, school assignments, and other important information.

Acceptable email activities are those that conform to the purpose, goals, and mission of San Francisco Waldorf High School and to each student's duties and responsibilities. Students shall have a limited right to privacy while using the SFWHS's internet or email system. Copies of all information created, sent or retrieved are stored on the computer network's back-up files, and may be viewed if the school has reasonable cause to do so (as determined by school officials).

Unacceptable use is defined generally as activities using SFWHS hardware, software, or networks at any time that do not conform to the purpose, goals, and mission of SFWHS and to each student's duties and responsibilities. The following list, although not inclusive, provides some examples of unacceptable email uses:

1. Opening unknown email attachments or clicking on links from unsolicited emails can introduce worms or viruses into any computer you are using; always delete unsolicited emails. Users are prohibited from performing any activity that will or may cause the loss or corruption of data or the abnormal use of computing resources (degradation of system / network performance).
2. Transmitting threatening, offensive, harassing information (messages or images) containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.
3. Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
4. Distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitation.
5. Revealing, publicizing, using, or reproducing confidential or proprietary information regarding the San Francisco Waldorf School including, but not limited to, financial information, databases and/or the information contained therein, computer network access codes, staff or student information and business relationships.

The Email Acceptable Use (EAU) applies to all SFWHS students. The acceptable uses are an integral part of the general Technology Acceptable Use Policy.

Students should contact the IT department if they experience any problems with opening documents, believe they may have a computer virus, or encounter questionable material or potential threats to SFWHS's internet or email system. Students may be subject to limitations on their use of email as determined by the faculty and administration. SFWHS

reserves the right to examine any/all email or Internet correspondence for security and/or network management purposes.

Violation of this email policy may result in disciplinary action.

Phone

Students' cell phones and other electronic devices must be turned off and put away during class. Students can retrieve messages at breaks or at the end of the day. **Parents / Guardians: if you have an urgent message for your student, please call the Main Office 415-431-2736 and our staff will pass on the message as soon as possible. Please do not text or call your student's cell phone during the school day.**

Classroom Conduct: general guidelines

· Cell phones, iPods, MP3's, personal headphones of any kind, and other electronic devices remain turned off and in backpacks during class and school events or meetings

Break Time Conduct

Be considerate of others during Break. No shouting, no horseplay, and no running. Outside of the building, be respectful of our neighbors: no shouting; no horseplay; no skateboards, roller blades, or bicycles; no iPods or MP3 players or headphones. Cell phones may be used to make phone calls only.

Conduct Concerning use of Personal Electronic Devices

· **Headphones for any device may not be used during the school day on campus** or at any school function (meetings, events off campus, etc.). Place them in your backpack or your locker when you arrive on campus.

Used devices will be confiscated.

· **Cell phones must be turned off when students arrive on campus. Cell phone calls or texts may only be made during morning break and lunchtime only, and these should be limited to making necessary after-school arrangements.** At all other times, phones must be turned off. Phones will be confiscated if they are visible or audible at any other time during school hours, and will be kept for a minimum of one week.

Repeated violators may be prohibited from bringing their phone on campus. Cell phones should not be used as PDAs or to photograph assignments from the blackboards.

· Personal devices including **laptops, cell phones, iPods, tablets, etc** may not be used in classrooms during class times at any time unless a specific exception is made by a teacher for an academic purpose.

· **Personal technology use** during lunch, passing periods and breaks, and before and after school will be **permitted for academic purposes only (this can include contacting parents / guardians during breaks or after school).**

· **Duration of confiscations for personal devices will vary based on prior incidents and teacher discretion.**

(SAC Waldorf)

Conduct Concerning Electronic Devices

- Headphones and iPods or MP3 players, **which may not be used during the school day**, will be confiscated if visible.
- **Phone calls may be made at lunchtime only.** Cell phones will be confiscated if they are visible or audible at other times during school hours. **This is through check-out time.** Devices should be turned off and stored in backpacks during class. **Phones may not be used during morning break or passing periods.**

Violation of these rules will result in the following:

1st violation: device is delivered to the office and held for 24 hours. Parent is notified of violation

2nd violation: device is delivered to the office and held for one week. Parent is notified of 2nd violation

3rd violation: mandatory parent meeting and possible loss of device for the remainder of the year.

Email

All official communication concerning high school events, activities, and issues for parents' attention are sent via email. In an effort to reduce use of paper, we are endeavoring to eliminate paper mailings via hard copy mail whenever possible. If you do not have email, please notify Jill McClure and paper mailing will be routinely sent to you.

Every faculty and staff member has a school email address that consists of the first letter of the first name and the last name @sacwaldorf.org. Example: jsmith@sacwaldorf.org

Voice Mail

Every faculty member has a direct voice mail line where messages can be left. Faculty will make every effort to return messages by email and voice mail within 24 hours business hours. For a directory of voice mail boxes call 916-860-2535.

Announcements

The school distributes announcements which give important information about upcoming high school events and activities. Date-sensitive information is usually contained in the announcements. Announcements are sent via email. We also maintain a Google calendar which can be accessed via our website at sacwaldorf.org.

Technology Use Policy

Technology resources are provided by the high school for use as educational tools. Technology includes, but is not limited to, computers, tablets, radios, CD players, digital cameras, video cameras, digital projectors and screens, recording and video editing equipment, public address equipment, speakers, microphones, and amplifiers.

Students are liable for and they and their parents will be held responsible for damages to or loss of any equipment they use. Students should be certain they understand proper use of equipment provided to them.

Guidelines and Policies for Computer Technology Use

There are three principal guidelines that govern computer use in the high school.

1. Students may use school computers in the following circumstances:

- During classes in which computers are typically used (e.g. computer lab, digital arts, and science classes), study halls, break, lunchtime, or after school if supervised by an instructor who is present in the room of use.
- For purposes supporting your course work, including word processing, Internet research, and use of other software associated with specific classes.

2. Occasional personal use is allowed but must stay within the bounds of school policies. Such use may NOT include: game playing, chatting, instant messaging, illegal file sharing, and accessing objectionable Internet sites. Students doing course work always have priority for computer use.

4. Misuse of computer technology may include restriction of the student's network account, loss of computer technology access, disciplinary action, or criminal prosecution for violation of state or federal laws.

Students using computers should be aware of the following policies pertaining to computer technology use:

- Students are responsible for all material content in their network account. Pseudonyms and anonymous messages are unacceptable.
- Each student's file should be considered private and may not be accessed by any other student. However, there is no guarantee that material on the school network will not be seen.
- Students are expected to respect the security, integrity, and configuration of the school networks as well as individual computers. Permission from the network administrator is required to download any software, shareware, or freeware. Because computers are shared by many individuals, making changes in desktop and screensaver backgrounds is prohibited.
- If you have any questions about copyright laws or acceptable use of written or electronic material, consult with the Librarian.
- Appropriate use of the Internet is each student's responsibility. The school cannot be held liable for unacceptable use. Certain material on the Internet is highly objectionable. Accessing sites that promote illegal acts, violence, pornography, or are similarly objectionable is prohibited. In this regard, parents should review and articulate expectations with their students.
- The school reserves the right to monitor any information stored or transmitted over its networks and to monitor the activities of computer users, including, but not limited to, any websites or other Internet services accessed by the students.
- The school provides a limited amount of storage space for students wishing to save computer files on the school network. While the school makes every effort to maintain the integrity of these files, it shall in no circumstance be held liable for lost or damaged data.
- Information stored on the school network should pertain to the educational mission of the school. Illegal and/or objectionable material may not be stored on the school network. The school reserves the right to permanently remove any such files.

Communication Channels

Communication Channels

HVWS is blessed with a particularly strong and vibrant community life, which means we genuinely enjoy each other's company and go out of our way to create opportunities to be together.

Over the course of a school year, it is natural for concerns and questions to arise about various aspects of our school. A number of procedures exist for the purpose of maintaining the highest possible quality of community relations and establishing clear, well-organized procedures for communicating and addressing concerns.

Communicating With Your Child's Teachers

In writing. If you have a question, concern or comment about school matters or issues concerning your child, please do not hesitate to contact his or her teacher. The best way to communicate with a teacher at our school is to ***leave a note in his or her mailbox*** (located in the middle room of the Lower Grades Building). In the note, please briefly state your concern and list the best hours for the teacher to call you. If you would like to meet with the teacher in person, please let him or her know this, and include your hours of availability. The teacher will get back to you within 24 hours to set up an appointment.

By phone. If the matter is more pressing, you may ***call*** the teacher directly, preferably during his or her business hours, or outside these times if necessary.

By email. *Please use email only for simple logistical communications*, such as

- directions or questions pertaining to field trip times, dates, etc...
- to notify the teacher of an upcoming doctor's appointment and late arrival/early dismissal due to this fact.
- changes in dismissal procedure (i.e. Ms. ____ will be picking up my child tomorrow, please don't send him home on the bus). And if someone different will be picking up your child, please send in a note on the morning of the pickup.

In person. Although emails may seem quick and easy, we have found that they are easily misunderstood or misinterpreted, thus actually complicating the communications process. Email is an impersonal medium, ill-suited for conveying the complexity and depth of human situations. Therefore, if there is an issue concerning you personally, we request that you discuss it with your teacher ***in person***.

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I hope this helps. Call me if you have any questions.

Warmly,

Diane Rockwell

Office Manager

The Housatonic Valley Waldorf School

40 Dodgingtown Rd.

Newtown, CT 06470

203-364-1113; ext. 101

Code of Conduct for Class Trip

Trip Name _____ Student Name _____

Rules and Behavior

Student's Agreement

As representatives of the Waldorf School of Princeton, students agree to the following:

1. I understand that this trip is a school event and that the normal school rules and discipline policy applies. (see attached)
2. My school work must be completed in order to participate in this trip.
3. In particular, I recognize that my behavior should not bring the school into disrepute or cause embarrassment to other members of the party or accompanying staff.
4. I understand that I must follow the supervisor's directions.
5. I understand that cell phones are not permitted. MP3 players will be allowed only during designated times.
6. I know that smoking is not permitted, and that cigarettes, matches or lighters, fireworks, or any illegal substances may not be purchased or carried.
7. I am responsible for restitution should any damage or loss of property occurs.
8. The nightly curfew will be _____ P.M. Students are expected to be in their own room with the lights out at this time. Bed checks will be made. Students may not leave their hotel room for any reason once bed checks are made.
9. Students are not permitted to have members of the opposite sex in their room at any time.
10. Students are not permitted to change assigned hotel rooms.
11. Students must be on time for all scheduled activities and for each meal in the tour. Each student will fully participate in each day's program. Students will not deviate from the schedule, program, or directions of the chaperones without their consent.
12. Should my behavior breach these requirements, I know that I could be asked to return home at my parents' expense, and my transgression will be included on my school transcript. I could be banned from further school trips and/or may face further disciplinary measures at school.

To be read and signed by parents and students:

Supervisors will determine the course of action to follow and shall be authorized to act "loco parentis," that is, to proceed in the place of the parent. Supervisors shall not assume liability, either expressed or implied, for an action taken in the best interest of the student. Parents agree to assume any medical expenses not covered by their own family medical insurance policies. It is likewise understood that the Waldorf School of Princeton disclaims all legal responsibility on any matter whatsoever.

We have read together the foregoing and agree to the conditions as outlined above.

Signed _____ (student) Date _____

Signed _____ (parent/guardian) Date _____

(Bay School)

Cell Phones

Student cell phone use is not permitted on campus or at off-campus school activities.

The school telephone is available to any student who needs to make a call. Students are asked to finalize after-school plans at home before coming to school, but may use the office telephone for other necessary calls. We are happy to take and deliver messages to children from their parents during the school day.

Whenever possible, students are asked to leave their cell phones at home. In the case of students who **needs** to bring a cell phone for use after school hours, parents are asked to complete a cell phone permission slip. This permission slip lets us know who is bringing a phone to school and releases the Bay School from any liability for phones lost or damaged at school. We ask that phones brought to school be labeled, turned off, and left in a designated space in the office at the start of the school day. It is the student's responsibility to claim his/her phone at 2:45; phones not picked up during normal after-school office hours will be available again the next day.

If a student is discovered using a cell phone during the school day, the phone will be taken to the office, to be picked up *by an adult* at the end of the school day. Repeated infractions will result in loss of this privilege.

We ask that parents silence their cell phones while on campus, and only use their phones in the lower parking lot or in their cars.

Cell Phones and Electronic Equipment

Cell phone use is not permitted in the Lower School at any time during the school day (including recesses). Should students need to make a call, they may request permission from their teachers to use the Office phone. Exceptions may be made in specific medical situations.

If a student is found using a cell phone, the phone is confiscated and turned into the Lower School Office where it must be retrieved by an adult.

Lower School students may be permitted to use a cell phone after 3:40 p.m. to check on the status of their transportation, with permission and supervision of the Extended Care teacher or supervising teacher.

Lower School students may not use iPods, MP3s, hand-held video games, or similar electronic devices at school.

Internal AWSNA Communications -

We have learned how liberating and challenging it is working continentally with IT as tools for communication. Phone, teleconference meetings (phone, Skype, conference, Google docs, go-to-meeting, etc.) e-mail, text messaging, instant messaging, face book communications, occasional ground mail, and arrhythmic face-to-face meetings are all modes used, officially and unofficially, for communication within AWSNA.

Good communication is the crucial element in any good teaching, good administration, good governance, and good leadership. It is the crux of our tasks in this time of the correct cultivation of consciousness. In the leadership of AWSNA - Board, Executive Team, and the Leadership Council - we have a unique opportunity to practice written communication through our primary medium of communication – E-mail. We have enjoyed in the first five years of the re-formation of AWSNA an unusually high caliber of e-mail communication. Recorded here are those agreements and lessons learned about effective use of electronic communications including and especially e-mail.

Official forms of communication include

C-3 Conferencing – has been the accepted AWSNA form of teleconferencing for five and a half years. This is an effective but expensive form of having meetings with more than three people at once.

Three-way conference calls can be done from those phone systems that can accommodate this and are significantly less expensive than C-3 conferencing.

E-Mail

The following ideas have represented our primary agreements in communicating. The following agreements for protocol involving e-mail were accepted in 2004.

- 1.) Always indicate with salutation and conclusion (Dear Mary, . . . Sincerely, John) to indicate for whom the message is intended and from whom it comes.
- 2.) Think about the reader and how your writing will “sound” before sending. Resist the push of speed that is inevitable with e-mail.
- 3.) Avoid using “computer speak” and acronyms that might not be familiar to everyone.
- 4.) Write in full sentences with attention to good grammar and good writing.
- 5.) Use spell check.
- 6.) Re-read your e-mail once before sending whenever possible.
- 7.) Double check the list of recipients before sending to ensure all intended recipients are included and erroneous recipients are not.
- 8.) When broadcasting, place multiple recipients in the “BCC” line to avoid showing all addresses publicly.
- 9.) Double check any attachment you are sending before sending
- 10.) Assume the best always. If something strikes you as negative or if negative emotions rise up in you in reaction to an e-mail, get off the computer and call the sender

to double check the intention of the message. Or if, after sending, concern arises about the content, call the recipient to explain intentions.

- 11.) Unless there is agreement among a group to evaluate and discuss an idea or a document, for example, use e-mail only as information communication and not as a discussion tool. Editing, brainstorming towards a plan, setting meeting times, r.s.v.p.s for meeting attendance, passing documents, etc., are the best uses for e-mails.
- 12.) Avoid impatient assumptions about how quickly recipients can receive, read, and respond to an e-mail message.
- 13.) Check to be sure an e-mail message was received. Avoid an impatient, “I *sent* that to you.” Check before reacting. Be patient with the volume we all face.
- 14.) Give people an idea of when you expect a response if you know this.
- 15.) Use the same e-mail address when corresponding professionally for ease of filing and retrieving. Some have several e-mails and using them all can confuse.

Additional accepted practices for effective e-mail include:

- 1.) Use clear subject-specific titles for e-mails for ease of retrieval.
- 2.) In a trail of e-mails on a subject, leave the subject line consistent to avoid confusion.
- 3.) Include name of meeting, date, time, call-in number and code in a meeting announcement’s subject line for ease of reference.
- 4.) Send a separate e-mail for each idea, meeting, action, or subject whenever possible and title accordingly. Avoid multiple subjects or questions in one e-mail – subject line specific content.
- 5.) Whenever possible give a recipient a clear action item to which to respond with a clear deadline for the action.
- 6.) Avoid taking actions away from appropriate initiators – for example, if someone is setting up a meeting with a choice of dates and times, do not look at the evidence in e-mails and decide for the recipient group when the best meeting time will be, doing the convener’s job. Wait for the appropriate person, the convener, to decide on the meeting time and date. Prompt the convener, if you must, to make a decision based on the evidence.
- 7.) Avoid copying all or part of someone’s e-mail without express permission from the sender.
- 8.) Delete (or file out of your inbox) e-mails that are indicated as confidential upon reading them.
- 9.) When in doubt, ask permission directly from a sender to quote from, copy from, or forward his or her e-mail message.
- 10.) In a message to the sender, inform him or her when you are forwarding a message as an FYI, to whom you are sending it, and why you are sending it.
- 11.) If, in answering an e-mail message, you include new members in the e-mail string, explain why you are increasing the number of recipients or people copied on your response. If you delete recipients, explain.
- 12.) When news is sent to many people, send your response to “Reply All” but add to the subject line “quick response – thank you,” or “great work,” so that all in the receiving

line can delete if they do not have time to read many response e-mails but can get the gist of the general responses.

- 13.) Help readers by “tracking” as much as you can. So, if, for example, someone asks a question about information that will influence a future plan, and the person answers, make visible that the information was received and how the answer influenced plans. Run the risk of over-explaining to compensate for the lack of contact that might be obvious in a school or together in an office.