

## The Country School Network Acceptable Use Policy

The Country School (the school) Network (which includes hardware and software) is provided as a service to pupils. Its resources allow access to reference sources, the Internet, and software applications that enhance and facilitate academic goals. Resources available on the Internet include reference databases, libraries, and nonprofit and commercial websites. Through the local area network and the school Intranet, students may use many different software applications and reference materials. Access to the school network and all the services it provides is a privilege given to students who agree to use all its resources in an appropriate way and who accept responsibility for maintaining the network's integrity and security.

### The school's responsibilities:

- The school will provide instruction in the appropriate use of the network and related functions.
- The school will assist students in acquiring the skills needed to make educational judgments about the validity and use of information.
- The school will provide guidance and attempt to ensure that Internet resources are both relevant and useful for students.
- The school will determine consequences for computer and network misuse.

### The student's responsibilities:

Students are expected to respect the honor, dignity and privacy of others and the intellectual property of others and of the school at all times. They may not publish:

- identifiable names or photos of other students or community members
- any personal information about other students or community members, or
- any proprietary school information, including photos of the school on any public media (including, but not limited to instant messaging, blogs, YouTube, MySpace, Facebook, etc.) without first obtaining the written permission of the school and all those involved.

Students will follow guidelines set by the faculty.

Students will access the Internet only with the permission of and only under the supervision of a faculty member.

Students will access the Internet for educational purposes only. The school network is not to be used for non-educational personal uses such as gaming, shopping, or email.

Since the Internet and other accessible networks are open systems, the school cannot guarantee privacy or security. Users should not put anything on the network that they would not want others to see or read.

Students will refrain from:

- using the network in any way to send or display offensive or obscene messages, pictures or audio files,
- using the network to harass, insult or demean others,
- using obscene language or images,
- any behavior through electronic means that could be construed as bullying (persistently aggressive, intimidating, disrespectful, insensitive, threatening, hurtful, or insulting behavior)
- damaging computers, computer systems or networks,
- using another's password, or trespassing in another user's folders or files,
- using the school network to access personal email accounts, unless given permission to do so by a network administrator or faculty member,
- posting videos on YouTube unless as a class assignment.

All these provisions apply as well to websites, e-mail or file transmissions from outside the school network about or to students or faculty within the school.

- Unauthorized copying, removing or distributing software violates copyright laws and software license agreements and is prohibited.
- Modifying, manipulating or otherwise tampering with applications, files, program menus, desktop icons, monitor settings, printers, other devices, and data on the Country School network is not permitted.
- Students will not install any software, or download or upload files on any computer hard drive, other media or the school network unless given permission to do so by the technology department.
- Students will not tamper with, abuse or otherwise utilize in a method not consistent with the above stated goals, computers, printers or other peripherals without express permission from the technology department.
- When conducting online research, students will use only those sites and search tools approved by their teachers. Students will not use Wikipedia, or any other open-edit source.
- Students will follow guidelines for respecting copyright and for citing sources as provided by faculty.
- Student postings on classroom blogs or within the school website must be appropriate and relevant to the topic.

**Parent Responsibilities:**

Parents are asked to participate in supporting standards for network use. Parents should understand that although Internet use will be monitored, inappropriate material may still be encountered. Students who purposefully pursue material deemed inappropriate according to school guidelines will lose some or all of their network privileges and may face other disciplinary consequences.

I have read the rules governing the use of The Country School Network, and I approve of my child's use of the network under these conditions.

\_\_\_\_\_

Homeroom

(parent)

(date)

I understand the above-stated rules which are to be followed when using The Country School network. I understand that violations of these rules may result in loss of network use privileges and that disciplinary consequences may also be imposed, and may include suspension or expulsion.

\_\_\_\_\_

Homeroom

(student)

(date)