

# Computer, Network and Internet Acceptable Use Policy at St. Stephen's School



Academic technology and the Internet provide great opportunities for research in all areas of study. Computers may be used to support learning and enhance instruction and St. Stephen's School recognises that electronic media such as the Internet and E-mail offer a diverse and unique resource for both students and teachers that should be used to promote **educational excellence** in our school. Computer networks allow people to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all connections to the Internet by St. Stephen's students or employees are subject to the school's **Acceptable Use Policy**. These connections to the Internet are to be used in a **responsible, efficient, ethical and legal manner**, and such use must be in support of education and research consistent with the **educational objectives of the school**.

Access to the Internet from any St. Stephen's computer is a **privilege** for St. Stephen's students and employees; it is **not a right**. Failure to adhere to the Acceptable Use Policy and the guidelines for the use of the Internet, as described below, will result in the **revocation of access privileges**, and may result in other actions.

Access to the Internet provides connections to other computer systems located all over the world. Users must understand that, although the school uses filtering, restricting and monitoring access software, neither the St. Stephen's Technology Co-ordinator nor any St. Stephen's staff member controls the content of the information available on these other systems. Some of the information available is controversial and may sometimes be offensive to some individuals. Teachers or other school personnel should insure that use of the Internet in any form is in support of education and research consistent with the educational objectives of the school.

The Internet is a public network. In particular, note that e-mail is not private. The Internet Service Providers system operators have access to all user accounts, directories and data, including e-mail, personal web pages, and any other files stored on system servers. System operators may delete user files at any time to conform to system storage needs.

The person to whom an account is issued is responsible at all times for its proper use. Users should change the account password frequently. Additionally, users must not give account or password information to another user or allow another user to utilise their account.

## **Acceptable Use Policy rules and regulations:**

- Access to the Internet at St. Stephen's is a privilege, not a right.
- All users, who access the Internet from any St. Stephen's computer, must have the APPROVAL FORM on file.
- Access to the Internet - Email is free. No additional charges for using computers and the Internet at St. Stephen's.
- Connection is available from 7 a.m. to 12 p.m. In order to guarantee a fast and reliable Internet access at all times to all the members of the St. Stephen's community, the school encourages the rational use of resources.
- St. Stephen's employees, who request it, will obtain an account from the Information Technology Co-ordinator to logon the network and access the networked services such as personal memory storage on the server. Also, members of the St. Stephen's community who request it will be provided with a **LOGIN** and **PASSWORD**. The login and password should not be divulged. If a user is found accessing the network with the login and password of another user, his/her access privilege will be instantly removed.

## **Acceptable uses of the Internet / Network include:**

A responsible user of the Internet may keep his/her Internet-Email access during the time that the user is a staff member or student at St. Stephen's School:

- To conduct research for educational purposes.
- To communicate with other Internet users.

Each of these activities must be in support of goals and objectives that are consistent with the educational objectives of St. Stephen's School or must relate to aspects of boarding life.

## **Unacceptable uses of the Internet include:**

- Violating any Law (i.e., copyright laws).
- Violating any rules dealing with students' rights to privacy.
- Using profanity, obscenity, or other language that may be offensive to other users. You are expected to abide by the generally accepted rules of Network Etiquette. These include - but are not limited to the following: use only appropriate language (swearing or the use of vulgarities is inappropriate); be polite (do not get abusive in your message to others); "Spamming" or posting chain letters using the school's e-mail service is not permitted.
- Making personal attacks on other people, organisations, religions or ethnicities.
- Harassing another person (i.e., using the Internet in a manner that bothers another person and not stopping when asked to do so by the other person).
- Sending or posting false or defamatory information about a person, group or organization which might injure the reputation of that person, group or organization.
- Not respecting the privacy of a person by posting personal contact information, such as: work address, work telephone, home address, home telephone, e-mail address, photographs, or names, without getting prior permission of the people affected.
- Student information (as above) may be posted **ONLY WITH TEACHER AND PARENT PERMISSION**, when this is necessary to receive information for instructional purposes.
- Forwarding personal communication without the author's prior consent.
- Copying commercial software in violation of copyright laws.
- Using text, graphics, sound or animation in messages or the creation of Web pages without displaying a notice, crediting the original producer of the material, and stating how permission to use the material was obtained.
- Using the network for financial gain, for commercial activity, or for any illegal activity.

- Using the school's resources and Internet connections, including a connection from a campus network or through dial-up, to attempt unauthorised access to any other computer system, or go beyond the user's authorised access. This includes attempting to log in through another person's account or access another person's files. It also includes any attempts to disrupt any computer system performance or destroy data on any computer system.
- Using the Internet for political and religious lobbying.
- Using the Internet to download large files, games, executable files, non-educational software or any other file that could limit the school's technology resources.

**Unacceptable Use of Network Resources**

- Vandalism will result in cancellation of technology privileges. Vandalism includes - but is not limited to - an attempt to harm or destroy the data of another user, creation or uploading of viruses, tampering with computers or network settings, or attempting to alter the operating system files.

**Computer use**

Access to the computer facilities at St. Stephen's is a **privilege** for St. Stephen's students and employees; it is **not a right**. Failure to adhere to the Acceptable Use Policy and the guidelines for the use of the computers, as described below, will result in the **revocation of access privileges**, and may result in other actions.

Members of the St. Stephen's community who request it will be provided with a **LOGIN** and **PASSWORD**. The login and password should not be divulged. If a user is found accessing the network with the login and password of another user, his/her access privilege will be instantly removed.

**It is strictly forbidden to:**

- Install/Uninstall applications.
- Modify system and peripherals settings.
- Download and open email attachments ending with .exe, .vbs,.pif or other potentially harmful extensions.
- Download executable files (ending with .exe extension)
- Modifying the Sharing properties of folders and files.
- Accessing the server other than for browser configuration and Internet access purposes and to use the personal memory storage.
- Attempting to repair hardware or software problems.

**Action taken by the school in the case of an infraction**

Failing in observing the above rules will result in:

- Removal of the computer and Internet access privilege. The duration of the probation will be decided by the Computer Co-ordinator and the Dean of Students and depends on the infraction committed.
- Facing the Disciplinary Committee. The action taken may result in:
  - Detention
  - Hours of service
  - Suspension

**All terms and conditions as stated in this document are applicable to all users of the school's computers and network.**



**St. Stephen's School Computer/Network/Internet Use Agreement - Authorization Form**

**User and Parental Authorization**

**User:** I hereby certify that I have read and understand St. Stephen's School Acceptable Use Policy and agree to abide by its terms and conditions. I understand that if I violate the policy, my network/Internet access privilege will be revoked and I will be subject to disciplinary action. I further understand that a violation of policy may subject me to criminal and/or civil liability.

**Parent/Guardian:** As the parent or guardian of the below named user, I hereby certify that I have read and understand St. Stephen's School Acceptable Use Policy. I further understand that some materials accessible to network/Internet users may be offensive, illegal, defamatory, or inaccurate, and that although St. Stephen's School has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. With that understanding, I hereby give permission to the St. Stephen's School to allow network/Internet access to my child. I further agree to indemnify and hold harmless St. Stephen's School, its employees and agents, from any and all claims arising from or related to my child's use or misuse of the Network/Internet, and waive any and all claims I may have against the school system for such use or misuse.

I do not give permission to the Webmaster to post on the school's website images and/or school work of myself (if user) or my son/daughter (if parent/guardian) (Checked box means permission denied)

User/Student Name (please print:) \_\_\_\_\_ Parent Name (please print:) \_\_\_\_\_

User/Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature \_\_\_\_\_