

POLICY 2115

WINDSOR PREP COMPUTER NETWORK AND INTERNET ACCEPTABLE USE

Telecommunications, electronic information sources and network services are tools that provide our students with a broad array of resources. Students in the Windsor Prep (hereinafter referred to as 'Windsor') have access to computer networks and to the Internet, a worldwide computer network that students are encouraged to use to explore thousands of libraries, databases, on-line projects and a myriad of resources. Windsor views technology as a means to encourage active, cooperative, interdisciplinary and individualized learning that fully develops each child's intelligence. Computer networks and the Internet help to prepare students for the systems they will encounter in the world and enhance the development of their ability to find, to understand, to evaluate and to manipulate information.

Use of the Internet provides access to publicly available file servers that contain information that may not have been screened by educators for use by students. On such a global network, it is impossible to control all material; therefore, a student may discover controversial or inappropriate information. However, Windsor believes that access to the valuable information and resources available on the Internet outweighs the potential for inappropriate use.

Access to the computer networks and/or the Internet is a privilege, not a right. All students are responsible for appropriate behavior on school computer networks, just as they are in the classroom or on the playing field. Access to network and Internet services will be provided to students who agree to the following guidelines and rules:

GUIDELINES:

1. **Students must submit a Consent and Waiver Agreement signed by a parent or legal guardian before accessing the school network or the Internet. This contract will be valid for the entire school year unless otherwise requested by the parent or legal guardian, or should Windsor modify the policy in any way.**
2. All network communication must be courteous and not contain any inappropriate language or materials.
3. Internet access is limited to appropriate teacher approved and monitored purposes.
4. Information downloaded from the Internet must be properly cited.
5. Windsor is not responsible for any costs incurred by unauthorized student use of the Internet.
6. Use of networked resources controlled by other organizations must follow rules and regulations established by that organization.
7. If a student is not sure if an action is appropriate he/she must ask a teacher or administrator.

RULES:

Students will not:

1. Enter anyone else's data folders, files or documents.
2. Reconfigure the system or setup, delete any files or programs, or compromise the security of Windsor's computers or network.
3. Violate any software licensing rights, copyrights, or any other state or federal laws governing intellectual property.
4. Post contact information pertaining to self or others.
5. Try to gain unauthorized access to data on the Internet.
6. Access chat lines, instant messengers, or bulletin boards.
7. Use the network for commercial, illegal, inappropriate or obscene purposes.
8. Send or receive any electronic communications (E-mail, Instant Messaging, etc.)
9. Use the network or the Internet to harass, intimidate, or otherwise annoy any other person.
10. Engage in any computer related activities that are not part of appropriate teacher approved and monitored purposes.

Individuals who violate any of the above guidelines or rules shall be subject to the following consequences and any other disciplinary action deemed appropriate by the administration:

1. Payment of expenses incurred or damage caused by unauthorized use.
2. Use of computer network and Internet only under direct supervision.
3. Suspension of computer network and Internet privileges.
4. Revocation of computer network and Internet privileges.
5. Suspension from school.
6. Termination from school.
7. Legal action and prosecution.

It is understood that staff and/or administrators may monitor student activity on computers, networks, and the Internet and that they may access any files stored on school hardware or software or on any remote site accessible by school equipment.

