

# **EAGLE HILL SCHOOL, GREENWICH ACCEPTABLE COMPUTER USE POLICY AND CONTRACT**

## **Goals and Objectives:**

Students are responsible for good behavior on school computer networks, and the Internet, just as they are in a classroom or a school hallway. General school rules for behavior and conduct apply.

Independent access to network services is provided to users who agree to act in a considerate and responsible manner. Loss of this privilege is a natural consequence of abuse.

Responsible use of shared network resources enables all users to efficiently use this tool. Inappropriate use of shared bandwidth or purposeful disabling of any network interface, whether physically or through malicious software, causes all users to suffer.

Students should be aware that their access to and use of the computer network is monitored.

Eagle Hill School reserves the right to restrict or deny access to any user. Failure to comply with the following guidelines may be one criterion in determining access.

Understanding that while the device to access the EHS network may or may not be owned by the student, when that device is being used on the EHS network it is subject to policies and standards.

Access to the network will be provided to students only after the return of the signed contract.

## **Use and Prohibitions:**

The only acceptable use of the network provided for students is to conduct school related research.

The following activities are representative of uses prohibited by this policy. This list is not exclusive; Eagle Hill School may deem other unlisted activities as unacceptable at their sole discretion:

- Student owned laptops must include an Admin account to be used by the tech staff. Standard administrative tools must be installed on each device to aide in the maintenance and monitoring of networked computers
- Playing computer games during school hours
- Playing M (Mature) rated computer games on campus at any time
- Using unauthorized peer to peer file sharing networks
- Downloading copyrighted media of any sort for any use that violates copyright protection, including but not limited to MP3 or similar music files, MP4 or similar video files, or pirated executables for any operating system
- Downloading media of any sort that is not directly related to academic activity
- Pornographic content on your computer downloaded or otherwise
- Plagiarizing content without appropriate referencing or obtaining permission from the copyright holder, author, and/or publisher
- Sharing login and password information with others
- Distributing unsolicited email or other content that may be considered “spam”
- Distributing any material that may contain viruses or other “malware”
- Using unauthorized instant messaging services
- Using websites not on the EHS campus to post student data (photos, videos, personal information) is not allowed. This includes websites such as myspace, facebook or other blogging services without written permission from the EHS IT Director.
- Promoting political, religious, or other personal beliefs or propaganda in a manner which other users find offensive
- Broadcasting or streaming audio or video without express academic approval
- Hacking, spoofing or any other malicious behavior that is meant to evade or undermine policies or security. The use on anonymizers or other “web proxies” is considered hacking.

Eagle Hill School reserves the right to review any material stored in files, and will edit or remove from its computer system any material that it deems unlawful or abusive. Network administrators and teachers may review files and communications to ensure that users are using the system responsibly.

## **Statement of Consequences**

- The first time any inappropriate material is found on a student's computer we will completely clear the computer's hard drive of materials, save the student's relevant academic work and reinstall software for the student's academic use here. The student will lose the use of his computer for 2 days. He/she may take the computer home or we would be happy to keep it here.
- The second time any inappropriate material is found on a student's computer we will completely clear the computer's hard drive of materials, save the student's relevant academic work and reinstall software for the student's academic use here. The student will lose the use of his computer for a week. He/she may take the computer home or we would be happy to keep it here. The student will also be suspended from school for three academic days.
- The third time any inappropriate material is found on a student's computer we will not allow the student to bring his/her laptop to school for use in academic classes or the dorm for the remainder of the school year.

Parent/guardian permission is required for all students.

The following guidelines may be revised at any time by Eagle Hill School.

Access is a privilege, not a right.

## Acceptable Computer Use Policy and Contract

- ◆ When not in use, I will store my computer safely inside a school building.
- ◆ I will not play any games or send instant messages on my computer during school hours.
- ◆ I will not play “M” (Mature) rated computer games on campus.
- ◆ I will not download MP3 music files or other copyrighted material through the school’s network.
- ◆ I will not allow another person to use my login (ID) and password.
- ◆ I will use the Internet as a tool to help me research information not found elsewhere on campus
- ◆ I will not be involved in inappropriate conduct, including using the system to transmit or store improperly obtained information and programming. I will not use or seek to obtain materials that contain obscene, abusive or objectionable materials or language. Eagle Hill School will be the sole arbitrator of what constitutes inappropriate conduct.
- ◆ I will refrain from the use of profanity or other language that may be offensive to others in private or public messages.
- ◆ I will not intentionally transfer computer viruses to other computers.
- ◆ I will not intentionally seek to breach security of systems or material. Any security breaches of which I become aware must be reported immediately to a teacher.
- ◆ I will not intentionally tie up or waste system resources by requesting large and unnecessary files.

I have read and agree to abide by the terms and conditions of the Acceptable Usage Policy.

Student Name (Please Print): \_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent or Guardian Name (Please Print): \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed and Accepted by EHS Staff

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_