



Evansville Day School Computer Resources Acceptable Use Policy

Evansville Day School's Guidelines for Access and/or Accounts

1. Elementary and secondary students applying for access and/or an account will participate in a discussion with their sponsoring teacher regarding this **Acceptable Use Policy (AUP)**.
 2. Users may be granted an account for as long as they are associated with the Day School on the following conditions:
 - a. All users must read and agree to follow all guidelines outlined in the AUP. This agreement is formalized through their signature on the application;
 - b. Students must obtain the signature of a parent or guardian on the application;
 - c. Students must have at least one teacher sponsor sign the application;
 - d. Students must return the signed User Application (pages 6-7);
 - e. Students/Parents should keep pages 1-5 for reference.
 3. Students in grades 5-12 are allowed individual accounts. Elementary students in grades K-4 have shared grade level accounts. Teachers of these grades may obtain prior approval for individual accounts from the network administrator.
 4. Users may not maintain accounts upon leaving the Day School.
 5. Users will be issued their account after attending an authorized training.
- No access will be permitted without the ID.**
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Please read the following carefully before signing this document. Revised 8/03

Introduction: Access to and use of Evansville Day School computer resources is an educational opportunity extended by the Day School to students, employees, and other authorized users to be used in support of educational objectives, support the mission of E.D.S., and carry out assigned job responsibilities. Computer resources are defined as including hardware, software, systems, networks, data stored, transmitted or accessed by using Day School computers and school provided access to e-mail, Intranet, Internet, World Wide Web, or any other internal or external service, server, or provider. Evansville Day School policies apply to all uses of computers and related technologies and all users of information technology resources will be expected to communicate in a responsible, ethical, and polite manner. Any activity which violates school policies and/or local, state, or federal law or ignores standards of honesty, privacy, and decency is a violation of the Evansville Day School Computer Resources Acceptable Use Policy (“Policy” or “AUP”). E.D.S. reserves the right to change this policy at its discretion.

Acceptable Use of Evansville Day School Computer Resources

Evansville Day School computing resources are provided to students, employees, and other authorized users for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with Day School, and other E.D.S. authorized activities. All users of Evansville Day School computing resources are required to follow these general computing guidelines:

- Users are accountable for acceptable use of technology resource time.
- Improper or frivolous use of network resources is prohibited. This includes, but is not limited to, playing games and accessing inappropriate and/or pornographic data
- Users must follow the copyright laws, trademark standards, software license agreements and patent information governing software. Unauthorized copying of licensed software is illegal.
- Laptop computers are under school regulations and are to be used as “stand-alone” only; classroom teachers reserve the right to limit the use of laptops.
- Laptop computers may not be connected to the school network, phone lines, or printers on site.
- Space limitations may be allocated to users for storage on the network.
- Students may store only class exercises and projects on disks as designated by the instructor.

Internet Use

- Internet services now available include access to electronic resources from the Internet through the Evansville Day School Local Area Network resources. Our goal is to promote innovation and educational excellence by using Internet tools for research, worldwide resource sharing, and communication. This section of the Acceptable Use Policy addresses Internet access (WWW browsing, electronic mail, etc.)

No student will have Internet access until a form, attached to this AUP, has been signed and is on file in the EDS Computer Science office.

- The **Internet** is an electronic highway connecting computers all over the world. Among other things, Internet services provide access to electronic mail, public shareware of all types, many university card catalogs, and massive databases on computer networks at universities, government agencies, and private industry.
 - **Issues:** With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.
 - **Responsibilities:** Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, your responsibilities require **ethical, efficient, and legal use** of the network resources. Each student having Internet access will participate in a discussion with his or her sponsoring teacher regarding acceptable behavior and use of the network.
- If a Day School user violates any of these terms and conditions, his or her Internet access will be terminated and future access could be denied. Other sanctions may also be imposed. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

Terms and Conditions for Internet Use

- 1. Acceptable Use:** Internet use must be consistent with the educational objectives of the Day School.
- Internet accounts shall be used by only the authorized owner of the account. No attempt to gain unauthorized access to accounts on the Internet is permitted.
 - Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. "hacking") is prohibited.
 - Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
 - Personal addresses, phone numbers, and financial information shall not be included in network communication.
 - Passwords must be kept private and should be changed frequently.
 - Users' files and electronic mail is private as a matter of course. However, the Day School reserves the right to examine any file on its LAN or associated machines without prior notice or permission.
 - Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying (including student body elections) is prohibited.
 - Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.

2. Privileges: Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator to deny, revoke, or suspend specific user access and/or user accounts. If a user encounters materials which may be considered inappropriate or controversial, it is the user's responsibility to notify an administrator or faculty member. Evansville Day School reserves the right to limit or deny access based on the following tiered scheme:

- **WWW Browsing**

Full access

While certain Internet sites are restricted from EDS access based on content, this level of access is relatively unfettered.

Local access

Access only to EDS web sites.

No access

Self-explanatory.

Electronic Mail:

- Evansville Day School faculty and staff are issued individual e-mail accounts upon completion of the Application/Password form.
- Primary, Middle, and Upper School teachers may apply for an e-mail account for specialized instructional use.
- Individual student accounts will be granted only under extenuating circumstances and with the permission of the system administrator(s), supervising teacher, and (student's) parent(s).

Note: Electronic mail (e-mail) is not private. E-mail which is composed, sent, received, or stored on Day School equipment may be subject to monitoring and review.

Services: The Day School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Day School will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The Day School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The mere use of this system constitutes consent to the AUP.

Security: Security is a high priority on computer networks. If you identify a security problem, you must notify the system administrator immediately. Do not demonstrate the problem to other users. You may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

Updating: If any information on your account changes, e.g., phone number, location, address, it is your responsibility to notify the system administrator.

Name: _____

Grade: _____

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User Application/Contract: I acknowledge that I have read the Day School's Acceptable Use Policy (AUP). I understand and agree to follow the above Terms and Conditions for the Day School's Internet use. I understand any violation of the Day School's Internet AUP will result in the loss of Internet access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I agree to report any misuse of the Internet resources to my system administrator. I use the Internet entirely at my own risk and I hereby release the Day School from any claims arising from my use of the Internet.

Note: This contract will be placed in the user's permanent file.

User (Student) Name (please print): _____

Student ID # : _____

User (Student) Signature: _____

Date: __/__/__

Both sections below must be signed if applicant is a student of the Day School.

PARENT or GUARDIAN: As the parent or guardian of this student, I have read the Day School's Acceptable Use Policy (AUP) and this contract. I understand that access to the Internet resources is designed for educational purposes. I understand that controversial material is available on the Internet and I permit my child to use the Internet despite this potential availability. I will not hold the Day School responsible for materials my child acquires on the network. My child uses the Internet at my child's own risk and at my own risk. I hereby release the Day School from any claim arising from my child's use of the Internet. I agree to report any misuse of the Internet resources to a Day School administrator. I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand that my child's violation of the Day School's Internet AUP will result in the loss of Internet access and/or my child's user account; may result in other disciplinary action; and may constitute a criminal offense. I hereby give my permission for my child to access the Internet and I give permission to the Day School to issue an account for my child. I certify that the information contained on this application is correct.

Parent or Guardian Name (please print): _____

Signature: _____ Date: __/__/__

Daytime phone #: _____

Access authorized:

WWW: Full Local None

SPONSORING TEACHER (ADVISOR): I have read this contract and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I agree to instruct the student on acceptable use of the Internet resources and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____ Date: __/__/__

PLEASE NOTE: Although Day School policy forbids unauthorized users to access the Internet, the Day School cannot guarantee that students will not gain unauthorized access. The Day School is not liable for such unauthorized access.

This policy may change from time to time at the discretion of the Day School upon notice.