

## Network Acceptable Use Policy (AUP) for Students 2011-12

The Blake School encourages students to utilize data networks, email, the Internet (including social and learning networks) and other electronic resources to support their studies. We have established an Acceptable Use Policy (AUP) to guide the appropriate use of these resources. The Information Services (IS) Department reviews this written agreement with students within each division each fall.

### **I. Appropriate Network and Technology Behavior for Lower School Students**

The rules for appropriate use of technology resources are the same as the rules for The Blake School. The Lower School's Safety, Respect and Welcome rules apply.

Specific Rules and Policies:

- Never use the computer to be hurtful to others. Something you would say in person can be misunderstood in an email or other electronic message.
- Remember, the computer keeps track of everything you do; there are no secrets.
- Never share any passwords with others.
- Never change the appearance of the screen, dock or other settings without permission.
- Use only websites and programs your teachers approve.
- Use for educational purposes only.
- Ask for help if you don't know what to do on a computer or network.
- Be mindful of what you need to print. Don't waste paper.
- Never log in as another person. Use only your own username and passwords.
- If you receive an email or other message from someone you do not know, tell your teacher.
- Never type your name, age, address or telephone number into web pages, email, or other software without your teacher telling you to do so.
- It is important to respect the work of others. Cite resources, such as books, movies or web sites in your work as directed by your teacher.
- If you read something that is inappropriate, tell a teacher or another adult.

### **II. Appropriate Network and Technology Behavior for Middle and Upper School Students**

The rules for appropriate use of technology resources are the same as the rules for The Blake School. These resources include not just computers, but also video and still cameras, storage devices, Blake's network, and devices connected to the network.

The Middle School's H.A.R.R.T. code that fosters honesty, acceptance of others, respect, responsibility, and trust applies.

The Upper School's behavior objectives that concern academic honesty, respect, harassment, vandalism, and theft apply.

#### Specific Rules and Policies:

- Respect the feelings and opinions of others who use Blake computer networks and utilize online resources, including but not limited to blogs, social networking sites, Moodle, email, SMS (texting), and chatting.
- Obey rules related to harassment and bullying in the Family Handbook listed under All-School Policies. These rules apply to the use of technology in communication with others or postings on the schools network or the Internet. Any posting that ends up creating an uninviting atmosphere for any member of our community will be considered a violation of the school's harassment policy.
- Anonymous postings on any websites that violate the School's Rules & Policies will be investigated. Recording teachers and students without permission will be investigated. Such postings or recordings undermine the atmosphere of trust and will be treated seriously.
- Realize that stealing or plagiarizing material in electronic form is no different from stealing or plagiarizing material that is in a tangible form. It is the job of the student to understand and work within laws of copyright and guidelines for fair use. Ask questions if you do not understand or need help.
- Understand that computer networks and online resources only seem to offer anonymity. Even though you can send an offensive message without having to confront the recipient face-to-face, you always leave a trail of electronic footprints. All traffic on Blake's network is logged and identifiable in several ways.
- Be mindful of your paper use. Print double-sided whenever possible; work online whenever practicable.
- Never log in as another person. Use only your own username and passwords.
- You are accountable for school equipment. Your family may be billed for lost, stolen, or damaged equipment that was designated to be in your control.
- Use your Blake email address for all school communications.

Rules in this AUP are like other rules and policies for The Blake School. Any infractions will be dealt with in the same way.

## Legal Issues and Jurisdiction

Because The Blake School owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Blake's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and/or outside of school. As the owners of our network resources, including the FirstClass email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate this Network Acceptable Use Policy.

Reference the laptop guidelines document on Blake's website for specific policies on use of school-issued laptops.

4/5/2011

Approved by the Board of Trustees 4/11/2011