

TECHNOLOGY: ACCEPTABLE USE POLICY (AUP)

Overview of AUP

Information technology is woven into the fabric of the school community. The different constituencies of the school are tightly bound together through substantial increases in the speed and amount of electronic communications and online content. The depth and breadth of the academic program has expanded due to faculty integrating digital resources into the curriculum. Paper-based administrative processes have been largely replaced by electronic processes. The use of personal electronic devices on campus has increased dramatically. It is important that we recognize the benefits and the challenges of information technology in a constructive way that supports the core values, the mission statement and strategic priorities of the school. To that end, this policy establishes guidelines to enable users of technology at St. Stephen's to work and learn effectively with technology.

The policy outlined below applies to all technology use including, but not limited to Internet use. The Acceptable Use Policy (AUP) for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

Technology Use Ethics and Expectations

Users are bound by the same ethics and expectations concerning online environments and in electronic communications as they are in physical campus environments and face-to-face conversations and personal relationships. It is expected that users will use information technology in a way that supports the values of the school and does not detract from the quality of the academic program. The appropriate use of computer and communications technologies should uphold the principles of respect for self, respect for others and respect for the community.

Faculty/staff and students must refrain from inappropriately communicating with each other via electronic communications such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. The nature, purpose, timing and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the participant attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. Whether the communication involved discussion(s) of the physical or sexual attractiveness or sexual history, activities, preferences, or fantasies.

The scope of computer and communications use covered by this technology appropriate use policy mirrors the jurisdiction defined in "School's Jurisdiction" in the Student, Faculty and Employee Handbooks. It is important to learn how to use information technology in a constructive way. If a student's use of personal technology items is disruptive, faculty are expected to take the device from the student and turn the device in to the appropriate Dean of Students for possible disciplinary action. Additionally, if a student's use of a school-owned technology item is disruptive, faculty are expected to intervene and follow up with the appropriate Dean of Students.

Technology Use Guidelines

The school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers, networks and infrastructure. Inappropriate technology usage involving violations of major school rules are not limited to the use of St. Stephen's technology but will include technology usage that falls within the definition of the school's jurisdiction that is stated in the Student Handbook. This definition may be found in the Rules and Expectations section of the Student Handbook. The following rules provide guidance for acceptable use but are not meant to be the sole jurisdictional limits of this policy:

Student academic work always takes priority over non-academic use of school computers. A student who is using a computer for non-academic purposes should allow a student who needs the computer for academic work to use a computer if other computers are not available.

Users must not post, publish, forward or display any defamatory, violent, abusive, profane or sexually oriented language or material, nor coerce others to do so. Users must not knowingly or recklessly post, publish or forward false information about any persons, students, staff or any other organization, nor coerce others to do so. Users should not use technology to harass, bully, deceive, intimidate, offend, embarrass or annoy any individual, nor coerce others to do so. Users must not misrepresent or impersonate another person by creating imposter accounts or using another person's legitimate account, nor coerce others to do so.

Users must not make audio or visual recordings of another person without that person's permission. Users must not use a photograph, image, likeness or purported image or likeness of any student, or employee without express permission of that individual. Maintaining, posting, or forwarding material to a website or blog that creates a risk of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy.

Users' login information is confidential and must not be shared with anyone else other than technology staff to resolve an access issue. It is a violation of the Acceptable Use Policy for users to attempt to circumvent content filtering, bandwidth shaping, network security or other network controls, or local computer security. Users must not attempt to circumvent passwords, or in any way try to gain access to secured resources, another person's files or another person's password.

It is also a violation of the Acceptable Use Policy to deface or damage computers or any other component of the information technology infrastructure. Students must not disconnect the mouse, keyboard or other peripheral device or cable from a computer. Students may not use the computers in a way that will damage them immediately or over time. Students must not install, delete, reconfigure, or modify any software or files on school equipment without permission. If a computer is not working correctly, that should be reported to the Technology Department.

It is a violation of the Acceptable Use Policy to use another person's computer, or to access the computer through a network, without the permission of the owner. This rule extends to other personal electronic devices including, but not limited to, PDAs, cell phones and pagers. Likewise, when a user allows another person to use his or her computer or other electronic device, the lender is expected to ensure that the computer or device is used appropriately. The school reserves the right to restrict the network connection of a user's personal computer or device if the device is the cause of a negative impact on the computing experience of the community. If the device is used in a way that violates the AUP, the device will not be allowed to be used. The school reserves the right to search computers, cell phones or other electronic devices with the owner of the device present.

Because it may threaten St. Stephen's nonprofit status, users must not use the school's information technology infrastructure for personal gain. This includes, but is not limited to, selling items at online auction or classified sites.

The use of the school's network to participate in illegal activities is strictly prohibited. All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from school without expressed permission of the owner is a violation of Federal Law.

Reporting Violations of the AUP

If a student feels that he or she has been treated disrespectfully, the appropriate response is to take the matter to the appropriate Dean of Students. Violations of the above rules will be dealt with by the respective Dean of Students. Disciplinary action including, but not limited to, dismissal and/or legal action by the school or civil authorities may result.

If a faculty or staff member, or other adult, feels he or she has been treated disrespectfully, the appropriate response is to take the matter to his or her supervisor or the Director of Technology. Retaliation is not a justifiable violation of the Appropriate Use Policy.

Electronic Devices

The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property and monitoring will be applied to all electronic devices, including, but not limited to, personal digital assistants (PDA), calculators, gaming devices, cellular phones and pagers. Access will be determined by the administrator of the school.

AUP Signed Agreements

"The Acceptable Use Policy for Technology" is located in the online Student Handbook and, therefore, is part of the St. Stephen's Episcopal School Student Agreement that students sign at the beginning of the academic school year. This agreement states that the student accepts responsibility for being familiar with and complying with the expectations and school rules set forth within the Student Handbook which includes the Acceptable Use Policy for Technology. Likewise, faculty and other employees are bound by this AUP, as per the provisions stated in their employment letters, and all provisions regarding this matter that are in the Employment and Faculty Handbooks as well. Parent volunteers and any other adults using school technology must sign off on and be bound by this AUP, before using any school technology.

As of 8-6-13