Upper School Acceptable Use Policy for Campus Network and Internet

Fort Worth Country Day provides a wide variety of information resources on the Internet and the campus intranet for the purpose of research and education. Network use must be consistent with the educational objectives of FWCD. Therefore transmission of copyrighted material, threatening or obscene material or material protected by trade secret is prohibited. Use for commercial or monetary gain, product advertisement or political lobbying is also prohibited. FWCD reserves the right to deny access to any website and to monitor student activity on the Internet and network. The School, however, cannot block all objectionable sites and largely depends upon users having the integrity to self-regulate according to the standards of the School community.

Each year, students in grades 9-12 are offered the privilege of a personal network account and a School email account. The data in these accounts will be cleared after the student graduates. The School reserves the right to monitor any data stored in personal computer accounts. All hardware, software and services offered by FWCD for student use are the sole property of the School.

In return for account privileges, every network user has the responsibility to respect and protect the rights of every other user on the network and Internet, as well as support system security. Failure to comply may result in loss of computer privileges and/or disciplinary action. These responsibilities include:

- Storing only School data and projects on the school system
- Recognizing that recreational use of computers is a low school priority that may be curtailed by any instructor
- Not downloading or installing software to either the network or any local machine without explicit instructor approval
- Not reconfiguring settings of shared computers and applications
- Not degrading or disrupting system performance
- Not accessing inappropriate or offensive material over the Internet
- Avoiding activities that degrade or disrupt system performance

In addition, there are four specific violations that may result in immediate suspension of network access and referral to the assistant division head for further action:

- Violating the privacy and data of other users
- Violating systems or network security
- Using the personal accounts of other users or sharing your own account
- Sending anonymous or inappropriate messages over the network

Campus Filtering

Fort Worth Country Day believes that materials in opposition to the School's core values should not be accessed by individuals on campus, whether they be faculty, staff or students. The School will exercise due diligence in blocking campus access to materials contrary to FWCD values, including sites deemed pornographic, profane or racist in nature. Note: Use of personal electronic equipment must comply with stated School policies.

Handheld Electronics Policy

The following procedures are intended to apply to all handheld-to-moderate-sized electronics, including but not limited to iPods, iPhones, cell phones, laptop computers and MP3 players in general.
• The above devices and their use are permitted in academic buildings on the condition that they do not disrupt, antagonize or otherwise interfere with anyone other than their immediate users.
• Indoors, these devices and their use must be silent. Listening to audio devices is permitted, provided headphones are used.
• Any use of these devices “out loud” is permitted outside of academic buildings, provided that this use is not disruptive, particularly to nearby classrooms.
• Faculty and/or administrators are entitled to use their discretion in determining what constitutes “disruptive” use.
• This policy applies only to Upper School common areas, in particular, the Science Building and Upper School Commons. Electronics use in the library and individual classrooms is governed by the discretion of the presiding faculty member(s) in those locations.