Student Acceptable Use Policy

Introduction

At Greenhill School, we uphold our Core Principles of Honor, Respect and Compassion in all areas of learning. We set the expectation that all students will apply our Core Principles to their technology use and interactions in their digital lives. We promote purposefully implemented technology use across all curriculum areas, grade levels, and disciplines, while providing students avenues to develop technology skills that will not only help them in their time at Greenhill, but in all future endeavors. Classroom technology programs and Computer Science and Engineering classes at Greenhill work to grow media literacy, digital communication competencies, and global connections.

Greenhill School provides students and employees with extensive technology resources, including computing facilities, local area networks, Internet access, and e-mail addresses. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community and the world.

As a member of the Greenhill School community, I agree to follow School rules and commit to the School’s values. To maintain these values as related to technology, we must all agree to support the needs of the School community even if they may conflict with one’s personal desires.

Scope of Policy

This policy contains guidelines for the use, access, and disclosure of communications using any type of electronic device (including, but not limited to, telephones, cell phones, smart phones, e-mails, voice mails, desk and laptop computers, iPads, pagers, camera phones, video cameras, electronic game devices, Blackberries, faxes or facsimiles, Internet, and intranet) sent, received, viewed, used, or shared by students, employees, or other users using any Greenhill-provided communication or computer systems. It applies to all software and hardware owned, leased, or subscribed to by the School. It also applies to all personally owned equipment that is used on Greenhill School property, at School-sponsored events, or using Greenhill computing resources. Note that in some cases, use of Greenhill-issued devices or personal electronic devices at home or away from campus or school events are also covered by this policy where such communications impact Greenhill or are to/from employees and students, parents, or third parties, such as communications on the Internet or on social networking sites.

Privacy and Monitoring

Information prepared, stored, transmitted, or otherwise developed through the use of Greenhill computers or resources, including e-mail transmissions, shall not be considered private or confidential. Greenhill may access any files, communications, activity logs, images, or any other data on any electronic device which utilizes Greenhill’s resources or is located on Greenhill property or at a school-related activity as need for purposes of system administration and maintenance, for resolution of technical problems, for compliance with this policy, for employment or student investigation purposes, or for any other purpose deemed necessary by Greenhill. Greenhill retains the right to review and inspect the content of any electronic files, images, or data at any time with or without prior notice or consent.

Prohibited Activities

- Attempts to exploit weaknesses, disrupt the flow of information, or introduce a virus or any other malicious software or process onto the network.
• Undisclosed and unauthorized recording or streaming or taking still photographs of other individuals within the Greenhill community. Individuals are not permitted to make or attempt to make an audio or video recording or take photos of private, nonpublic conversations and/or meetings on the premises, without the knowledge and consent of all participants subject to such recordings, and, in the case of students, without the consent of the Dean of Students.
• Accessing the Greenhill network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, harassing, intimidating, discriminatory, pornographic or otherwise inconsistent with the School’s stated rules and policies as outlined in the student handbook and accompanying school policy.
• Use of the Greenhill’s technology resources for any type of illegal activity.

Greenhill Owned Technology and Content

• Computer resources at Greenhill are a limited resource and are reserved for educational and school-related business. Students should use the School’s computer resources for purposes related to their studies, their instruction, and other school-sanctioned activities. Limited personal use of the computer resources shall be permitted only if the use imposes no tangible cost on the School, does not unduly burden the School’s computer or network resources, and has not adverse effect on a student’s educational performance.
• All hardware, software, peripheral equipment, store text, data files, cabling, programs, document sites, or information obtained on a Greenhill-owned computer are the property of the School.

Students retain all intellectual property rights to content, and user data, created while attending Greenhill School. I grant Greenhill School a royalty free, irrevocable, world-wide perpetual license to display, share, modify, and distribute my content for any purpose deemed appropriate by Greenhill.

My Use of School Computing Resources

As a member of the Greenhill School community, I agree...
• I will help to create a positive atmosphere by allowing those engaged in academic work priority use of the computers.
• I will respect the work and privacy of others throughout the Greenhill School network.
• I will use my applications, e-mail accounts, and Greenhill School network space appropriately for school-related activities.
• I will not save, store, alter, or install files and/or software on School equipment without the authorization of a teacher or the network administrators.
• I will not use Greenhill School technology resources for commercial activity, for seeking monetary gain, or for political purposes.
• I will not reveal personal information over the Internet about myself or anyone else without authorization from a School staff member. I will also not arrange a meeting with anyone met online or enter any “chat rooms” unless authorized by a School staff member.
• I will report any inappropriate use of the Internet or the School’s electronic resources or any violations of this policy that I observe to a School staff member immediately.

System Security

As a member of the Greenhill School community, I agree...
• I will log on to the network only as myself. I will also not access other people’s accounts or use or possess other people’s passwords, PINs, or other secure account information.
• I am responsible for my individual account and will take all reasonable precautions to secure my account and prevent others from being able to use my account.
• I will not disclose my password to anyone else (other than my teacher, administrator, or parent or allow unauthorized individuals access to my account. I will immediately notify a faculty or staff member if I have identified a possible security problem.
• I will not intentionally introduce a virus or other harmful code anywhere on the Greenhill School network, and I will make an effort to keep my home computer free from viruses and other destructive materials. If my files are accidentally infected, I will seek help from a member of the technology staff.
• I know that any electronic devices brought on this campus are subject to search without notice or warning.
• I will refrain from using any device or software that masks my use of the school resources. This includes but is not limited to anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures.
• I will not attempt to circumvent security systems or exploit or probe for security holes in any School network or system, or use the School’s network or system to circumvent other systems’ security measures.
• I will not encrypt any electronic communications, data, or images.

Use of Greenhill Content or School Information on Digital Platforms

As a member of the Greenhill School community, I agree...
• Content about Greenhill School anywhere on the Interwebs should observe all aspects of the School’s Acceptable Use Policy.
• Official School files or documents should only be posted on Greenhill sanctioned digital platforms.
• Individuals who post content on digital platforms away from Greenhill School should not present content as if it represents any official views of Greenhill School.
• The official Greenhill School website represents the School. No representation of Greenhill should be made on any other website or digital platform.

Intellectual Property and Privacy

As a member of the Greenhill School community, I agree...
• I will not copy or transfer any copyrighted software to or from Greenhill owned computers or devices without the permission of the technology staff.
• I will not plagiarize words or phrases that I find on the Interwebs or on other online resources.
• I will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
• I should check each site’s privacy and security policies carefully before posting or adding content I may not wish viewed by others presently or in the future.
• I will not repost a message sent to me privately without the permission of the person who sent the original message.
• I will not post private or false information about another person.
• I will not forge or attempt to forge an electronic communication, data or image. I will also not read, delete, copy or modify the electronic communications, data or images of other system users or deliberately interfere with the ability of other system users to send/receive electronic communications, images or data.

Inappropriate Language and Harassment

As a member of the Greenhill School community, I agree...
• I will not use profane, inflammatory, threatening, harassing, or disrespectful language, images, or other communications on any and all digital devices and platforms, whether private or public.
• It is never okay to encourage violence or attack anyone or a group based on their race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, religious affiliation, disabilities, appearance, or diseases.
• I will not deliberately use any electronic device to annoy or harass others.
• I will not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language or images. If such information is accessed accidentally, I will notify a School staff member immediately.

I understand the following:

As a member of the Greenhill School community, I understand...
• I continuously represent Greenhill School whenever and wherever I use digital resources, even if I am using these resources away from, or outside of, the School's network.
• I may be held responsible for any online behavior or content that connects me to the School, implicates the School in that behavior, or any way disrupts the School environment.
• Greenhill School has software and systems in place that monitors and records all activities and traffic on the School’s network, and I should expect no privacy of my activity and personal files.
• Tampering with Greenhill School technology tools or another person’s work is prohibited.
• It is prohibited to enable others to violate these rules.
• Violations of the Greenhill School policy and AUP are subject to disciplinary action ranging from loss of access to the Greenhill network and electronic resources up to and including suspension and/or expulsion from Greenhill.
• Certain computer misconduct is prohibited under state law and may be subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, gaining access to data stored or maintained by a computer without effective consent, causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner. Violators of such misconduct will be reported to appropriate criminal authorities.

DISCLAIMER

While electronic resources, including the Internet, are invaluable tools in the educational setting, they do have some disadvantages. For example, electronic materials, particularly from the Internet, may contain items that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive to some people. Greenhill firmly believes that the valuable information and interaction available with electronic resources far exceed any disadvantages. However, in order to limit the access of inappropriate items, Greenhill will attempt to install filters to block access to certain visual depictions. In addition, the online activities of minors will be monitored. However, Greenhill cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.

In addition, Greenhill makes no warranties of any kind, whether expressed or implied, for the computer service or other electronic resources it is providing. Greenhill specifically denies any responsibility for the accuracy or quality of information obtained through its computer network services. Greenhill will not be responsible for any damages suffered as a result of an individual’s use of the School’s computer system, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions whether or not caused by the School’s and/or the School employee’s negligence or any errors or omissions. Further, Greenhill shall not be liable for any user’s inappropriate use of electronic communications, resources, violations of copyright restrictions or other laws, user’s mistakes or negligence, or costs incurred by the user.

Student Agreement

As a member of the Greenhill School community, I have read the Greenhill School Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules or fail to return this form by the deadline indicated above, my computer privileges may be suspended or revoked any other disciplinary actions may be taken. I hereby consent to a search of all computer resources on the campus of Greenhill School that are owned or controlled by me or my parent or guardian. I also affirm that I have no expectation of privacy in information prepared, stored, transmitted, or otherwise developed through use of School equipment. I understand that School administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Student Name ________________________________________________________________
Grade:___________
Student Signature: _________________________________________________________
Date:________________________

Advisor’s Name _______________________________________________________

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PARENTS OR GUARDIANS:

As the parent or guardian of the person above, I have carefully read and discussed the Greenhill School Acceptable Use Policy with my child. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the School to restrict access to all controversial materials and I will not hold the School responsible for controversial materials acquired on the Internet or using Greenhill’s electronic resources. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission for my child to use the electronic resources of Greenhill, including the Internet, and certify that the information contained on this form is correct. In consideration for the privilege of my child using Greenhill’s electronic resources, I hereby release Greenhill School, its administrators, employees or staff persons from any and all claims and damages of any nature arising from my child’s use, misuse or inability to use any electronic resource at the School.

Parent/Guardian: _______________________________________________________
(PLEASE PRINT NAME) (SIGNATURE)

Parent/Guardian: _______________________________________________________
(PLEASE PRINT NAME) (SIGNATURE)

Date: ________________________________