St. Margaret's School

Belong. Believe. Become.

NETWORK APPROPRIATE USE AGREEMENT

2018 - 2019

We are pleased to offer students of St. Margaret's School access to our computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the school upon registration. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Internet access is regulated by a network security appliance. This blocks access to sites that are known to be inappropriate for our students. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

ST. MARGARET'S SCHOOL TECHNOLOGY CODE OF CONDUCT

A. Privileges

Each member of the St. Margaret's Community - students, faculty, staff, parents, and trustees - has the opportunity to access the St. Margaret's School network to facilitate personal growth in technology, information-seeking skills, electronic research skills, and communication skills.

Each member of the St. Margaret's Community has the privilege to access Google Apps email provided by the school's network

Each member of the St. Margaret's Community has the privilege to access and retrieve information from the Internet. This includes access to the World Wide Web and e-mail on the Internet.

Each member of the St. Margaret's Community has the privilege to access newsgroups, listserver subscriptions and real-time, two-way communication over the Internet.

B. Responsibilities

As a member of the St. Margaret's Community you will abide the by following expectations:

- You will use the network and individual computer workstations or other electronic devices as educational resources and take responsibility for all material sent or received under your user account.
- You will monitor and control all material sent or received via the Internet accessed under your user account.
- You will immediately contact the network administrator when your user account security or integrity has been compromised.

Parents and students should also be familiar with and abide by other policies as applicable, such as the SMS Technology Policy and Use Agreement.

PERSONAL SAFETY

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met online without your parent's or guardian's approval.
- You will promptly disclose to a faculty member any message you receive that is inappropriate or makes you feel uncomfortable.

ILLEGAL ACTIVITIES

- You will not attempt to gain unauthorized access to the St.. Margaret's computer network or to any other computer system through the St. Margaret's computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.   These actions are illegal.
- You will not use the St. Margaret's computer network to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research with approval from your teacher.
- You will not use the St. Margaret's computer network to participate in the violation of the Honor

Code or a Major School Rule or engage in conduct that endangers the health, safety, or reputation of yourself or other members of the school community.

SYSTEM SECURITY

• You are responsible for your own individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

• You will immediately notify a faculty member or network administrator if you have identified a possible security problem.

INAPPROPRIATE LANGUAGE

• Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

• You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

• You will not engage in personal attacks, including prejudicial or discriminatory attacks.

• You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by another person to stop sending them messages, you must stop.

• You will not knowingly or recklessly post false or defamatory information about a person or an organization.

RESPECT FOR PRIVACY

• You will not repost a message that was sent to you privately without permission of the person who sent you that message.

• You will not post private information about another person

RESPECTING RESOURCE LIMITS

• You will remember that the computers are a shared resource and allow everyone a fair share of computer time. Do not "hog" the computer for personal use when there are others waiting to use it for word processing, electronic assignments, or Internet research for class projects.

• You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file to your personal computer or other electronic device then remove it from the system computer.

• You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

• You will use the printers in a responsible fashion, printing only what is necessary, avoiding excessive use of paper, toner, and wear and tear on the printer. Preview material carefully before printing to avoid having to print multiple copies.

• You will obtain approval prior to joining any newsgroups or obtaining any list from a newsgroup. Remember to unsubscribe when you no longer want or need a newsgroup to avoid cluttering the mail system with unwanted messages.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

• You will not plagiarize and will carefully document material taken from the Internet or other electronic resources. These sources should be treated just as any other conventional printed source and referenced appropriately if used in your written works. Do not plagiarize these sources. Remember that plagiarism is a violation of the Honor Code.

• You will respect copyrighted software and will not load such software on any of the school's computers via a network or any other source. No copyrighted software may be copied and/or removed from the school's computers under any circumstances.

By signing this contract, I understand that the network manager may review all audit trails (computer generated records of your network use) created by the Novell software or any other audit trail created by user access to the network. The network manager will be responsible for determining and investigating inappropriate usage of the network and is responsible for informing teachers, students and administrators when appropriate.

Further, I understand that the network manager has the right to review any information stored on the file servers without approval or consent of the user. The network manager does not have the right to review any information stored on an individually owned electronic device (i.e., a personal laptop computer, tablet, or desktop computer in a dorm room), unless inappropriate use of the device and/or network is suspected. The user will be provided, whenever possible, with an opportunity to be present with the network manager if a

review/audit of an individual electronic device or storage device is necessary. Notice of such an audit may be given as shortly as immediately prior to the audit. No prior approval or consent is needed from the user before an audit is conducted under circumstances in which inappropriate use is suspected.

The provisions of the St. Margaret's Student Handbook will continue to govern issues of honor and discipline within our community.

Network User Agreement and Parent Permission Form
2018 - 2019

As a user of the St. Margaret's academic computer network, I hereby agree to comply with the above stated rules communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name_____ Date_____
(Please Print)

Student Signature_____ Date_____

As the parent or legal guardian of the minor student signing above, I grant permission to the student named above to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use—setting and conveying standards for this student to follow when selecting, sharing or exploring information and media.

Parent Name_____ Date_____
(Please Print)

Parent Signature_____ Date_____