

# LWA Technology Acceptable Use Policy

## 1. Purpose

We believe in the power of technology to facilitate learning and to transform education. That said, technology resources at Lawrence Woodmere Academy are made available to members of the school community--faculty, staff, and students--specifically for purposes relating to the school's mission and activities. Further, all activity conducted with school technology resources--including those hosted on Tigernet, the school's Intranet website--should reflect the values expressed in the school's motto: veritas, integritas, servitium: truth, integrity & service. In this regard, the school's computing technology is intended for educational or operational use only and the school reserves the right to restrict or monitor activity to ensure that resources are used accordingly. This policy has been drafted to make explicit the expectations that guide the use of technology resources at Lawrence Woodmere Academy.

## 2. Personal Responsibility

It is the responsibility of every member of the school community to ensure that technology resources are used appropriately and remain useful to everyone. Each community member is responsible for his or her own actions, especially as they affect others in the community, regardless of the medium for those actions. Students are expected to reflect the values of the school and follow the behavior guidelines outlined in the school handbook, either on or off campus, in regard to electronic communication or interaction. Teachers and staff are expected to uphold the expectations of this policy as well as set an example in appropriate use of technology for students.

Use of a school-issued network or email account represents an agreement to take responsibility for all activity conducted with that account. This extends to all files saved or downloaded to user folders or network shares. Therefore, it is a direct violation of this policy, as well as a breach of personal integrity, to knowingly use another person's network or email account or access their user folder without their knowledge. Every user is responsible for ensuring that network or email account passwords remain secret and for respecting the passwords of others by not attempting to ask for, guess or otherwise obtain them. Best practices for passwords include changing passwords regularly and using passwords that are at least 8 characters long and comprised of letters, numbers and other characters to ensure that they can not be guessed. Passwords should not be written down unless also stored in a locked drawer or cabinet.

Connecting a personal computer or any device with wired or wireless networking capability to the school network or using any device with a cellular network connection anywhere on school grounds represents an agreement to uphold the expectations and abide by the consequences of this policy in its entirety, especially the restrictions highlighted in section IV below.

### 3. **Privileges and Rights**

In addition to the responsibility that goes along with using computing resources at school, members of the LWA community are entitled to certain rights and privileges associated with those resources. This includes fair and equitable access for all members of the school community to shared resources for educational or operational purposes. Every effort will be made to ensure that shared resources are kept in working condition and made available on a first-come, first-served basis. Accommodations or modifications for difference or disability will also be made within the confines of available resources and in accordance with the law.

Members of the school community also are entitled to reasonable privacy in regard to the contents of their user folder or electronic communications, except as indicated in the restrictions outlined in section IV. All electronic documents or communications created with school resources are the property of Lawrence Woodmere Academy and the school administration reserves the right to monitor or examine such files or communications at any time. However, administrators will make every effort to conduct such examinations only for educational or operational purposes and only when absolutely necessary.

School community members have a right to use computing resources safely. This pertains to physical safety as well as safety from inappropriate, disrespectful or otherwise harmful content. All community members are asked to follow ergonomic guidelines, including maintaining proper posture, taking regular breaks when engaged in repetitive activities such as typing, and arranging displays so that they can be viewed while sitting in a neutral position. All content viewed on computing devices on school grounds should be age-appropriate for all potential viewers; in public areas such as the library or cafeteria, this includes lower-school students. The school administration reserves the right to remove, filter or block content that could be construed as inappropriate, disrespectful or otherwise harmful.

Additionally, community members have a right to reasonable self-expression as demonstrated through computing resources. This does not extend to the creation or display of content that is inappropriate, disrespectful or otherwise harmful to others. All reasonable effort will be made to ensure that the diversity of opinions and beliefs represented in our school community are allowed equal expression.

### 4. **Restrictions**

All community members are expected to abide by the following restrictions to the free use of computing resources for educational or operational purposes:

Respect computing resources belonging to the school or others. Protect equipment from damage or theft through proper care and handling. Ensure that every community member has equal access to shared computing resources such as Internet bandwidth, server storage capacity, and printing supplies. Use the school's Internet connection only for

educational or operational purposes; delete or archive files that are no longer needed from network drives; conserve paper, ink and toner by printing only when necessary-- especially when printing in color.

Respect any boundaries set on network resources, including network firewalls, the content filter, server or workstation security, and physical locks. Refrain from using physical or electronic means to circumvent these systems. Only use approved computer applications and devices; refrain from running or installing applications or devices without the knowledge and permission of the Director of Information Technology.

Respect the personal safety and dignity of every community member. Report dangerous or unhealthy conditions related to computing equipment or the operating environment. Notify the school administration of any electronic activity, on or off campus, that puts a student or other community member at risk or is hurtful, embarrassing or offensive. Please be aware that faculty and staff members are only to interact online with current students in school-sponsored "spaces," including school email and resources hosted on Tigernet. Commercial social-networking sites such as Facebook or MySpace should not be used for communication with students. This policy only applies to students who currently attend LWA, and does not apply to alumni. Refrain from viewing, downloading, copying, or distributing inappropriate, disrespectful or otherwise harmful content on any electronic device on school grounds; report the accidental exposure of a student to such content to the appropriate division director immediately.

Respect the privacy of every community member. Protect private or identifying information by not disclosing or publishing such information in any online forum. This includes the distribution or external publication of still images or video clips of any community member without their express permission. Students may not access or view the content of any user folder other than their own without the express permission of the folder's owner. Faculty may access the content of any student user folder at any time but may not access or view the content of any other faculty or staff member user folder without the express permission of the folder's owner. School administrators may access the content of any user folder at any time but only for educational or operational purposes and should do so without permission from the folder's owner only when absolutely necessary.

Respect intellectual property and copyright. All electronic content used in any school publication, assignment or project must be created by and credited to a community member unless the source is properly cited and permission is obtained from the author or publisher. Files downloaded through the school's network should be used for educational or operational purposes only and only with the permission of the author or publisher.

## **5. Consequences**

Any use of computing resources that violates the restrictions outlined in this policy or fails to uphold the values of the school will result in consequences for inappropriate

behavior as outlined in the school handbook. The school administration reserves the right to remove any electronic content stored on school computers or devices that is not for educational or operational purposes or that it deems inappropriate, disrespectful, or otherwise harmful. The school administration reserves the right to restrict access to network resources for community members that fail to observe the guidelines of this policy.