

# **Kentwood Preparatory School Staff Computer and Internet Access Acceptable Use Policy**



Please read this document carefully before signing.

Internet access is available to students and staff at Kentwood Preparatory School. The Internet offers vast and diverse resources to both students and staff. The availability of laptops/desktops to all staff is a further opportunity. The IT resources in our school will help to promote educational excellence by facilitating resource sharing, communication and skills in finding and using information and innovative teaching programs.

## **General Guidelines**

1. Do not install software yourself.
2. Do not change the settings of the computer.
3. Do not eat or drink near the computer.
4. You must have a password to Log On to Windows.
5. You must have a screen saver turn on after 10 minutes of inactivity.
6. The computer should be used for work related purposes only during the school day.
7. Students are not permitted on any faculty machine.
8. Do not share your passwords. Do not log in as anyone other than yourself.

## **Computer and Internet Terms and Conditions**

### **1. Acceptable Use**

The Internet and your laptop/desktop will be used in an appropriate and responsible way. Transmission or storage of any material in violation of any international or US regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Confidential student records are on the Kentwood Prep network, and the faculty is expected to act accordingly by following the rules herein.

### **2. Faculty Computers**

It should be noted that laptops/desktops are provided by the school and are for school use only. This agreement applies to use of the laptops/desktops at home and at school.

~ The laptop/desktop is to be used in a responsible manner, and not to be used by anyone else. This includes family members.

~The laptop/desktop should be used for school related activities, and it must be ensured that use of the laptop/desktop for personal reasons in no way impairs the functionality of the laptop/desktop for school purposes.

"The laptop/desktop should not be used for personal profit, political reasons or in any way that it may bring the school into disrepute.

"The laptop/desktop should not be used in such a way as to incur unreasonable cost or breach US law.

"Staff must observe high ethical standards in laptop/desktop use and not access or store any information, files or software that do not meet high ethical standards. Inappropriate material includes, but is not limited to, objectionable material, viruses, virus hoaxes, chain letters.

"Staff will respect copyright on software, music, images, text etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto your laptop/desktop.

### **3. Network Etiquette (All staff)**

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

"Be polite. Do not get abusive in your messages to others.

"Use appropriate language. Do not swear or use any other inappropriate language. Illegal activities are strictly forbidden.

"Do not reveal personal addresses, phone numbers, or passwords of students, teachers or other staff of Kentwood without their permission.

"Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

"Do not use the network in such a way that you would disrupt the use of the network by other users. eg downloading very large files, chatting, downloading multiple files simultaneously.

"All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).

"Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.

### **4. Supervision of Students:**

"If staff wish their students to use the Internet, they must feel able to provide appropriate levels of supervision. If staff does not feel they have enough knowledge of the Internet they need to find another staff member to help with supervision (IE: IT staff) or they need to ask for further training. *All staff need to be aware that there may be legal implications resulting from inadequate supervision.*

"The school should avoid situations which require relievers to supervise students using the Internet.

"Staff should check that their students have signed the Student Internet and Technology agreement.

"Senior students using the Internet should be reminded of their responsibilities.

## **5. Security**

Security on any computer system is a high priority, especially when the system involves many users.

"Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Deliberate attempts to gain unauthorized access to system programs or computer equipment are not permitted.

"Reasonable security precautions should be taken so that unauthorized access to school resources is prevented. This would include having your laptop/desktop screen locked when unattended.

"Antivirus software should be updated at least once every week.

## **6. Responsibility / Damage / Loss / Theft**

Staff are responsible for the proper care and security of their laptops at all times. Kentwood carries damage insurance that will cover drops, breaks, spills, and general equipment failures. However, staff members will be held accountable if their laptop is lost or stolen. In the event that the laptop is not returned to Kentwood, the employee will be responsible for replacing the laptop with a new/comparable laptop at their own expense. Kentwood, at their own discretion may allow the staff member to make monthly payments against the balance of the laptop or deduct the cost of the replacement laptop from the employee's paycheck.

Acceptable Use Agreement.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_