

STAFF COMPUTER AND INTERNET ACCESS ACCEPTABLE USE POLICY

Please read this document carefully before signing.

Using technology provided by Kentwood implies that you agree to the following:

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 technology resources in our school will help to promote educational excellence by facilitating resource sharing, communication, developing skills in finding and using information, and discovering and utilizing innovative teaching programs.

MANDATORY FACULTY GUIDELINES

- Do not install/attempt to install software yourself.
- Do not change the settings of the computer.
- Do not have food or drink within 6 feet of the computer.
- You must have a password to Log On to Windows.
- You must have a password protected screen saver turn on after 10 minutes of inactivity.
- Your log in may have access to confidential material. Never leave your computer unlocked.
- The computer should be used for work related purposes, whether on or off campus.
- Students are not permitted on any faculty machine at any time.
- Do not share your passwords. Do not log in as anyone other than yourself.
- Your e-mail and browsing history are not private and are subject to review by the administration.
- Do not send a mass e-mail to non-staff members with administrative approval
- Always use "BCC" to send mass e-mails to protect your recipients' privacy.
- Personal devices cannot be connected to our network. (personal laptops, smart phones, etc.)

COMPUTER AND INTERNET TERMS AND CONDITIONS

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.

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 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, pirated Mp3's or movies, or illegal software.
- 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.

NETWORK ETIQUETTE

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.

SUPERVISION OF STUDENTS:

If staff members 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 members need to be aware that there may be legal implications resulting from inadequate supervision.

- Students should be supervised on the computer at all times.
- The faculty 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.
- Staff should monitor

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.

RESPONSIBILITY / DAMAGE / LOSS / THEFT

- Staff members are responsible for the proper care and security of the technology assigned to them at all times.
- Damage to any technology equipment must be reported via e-mail at the time of the incident. This includes, but is not limited to staff laptops, student desktops, digital cameras, video cameras, printers, etc.
- Staff members will be held accountable if their laptop is lost or stolen while off-campus.
- In the event that the laptop is not returned to Kentwood, the employee will be responsible for replacing the laptop with an equivalent laptop at their own expense. Kentwood Preparatory, 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

Print Your Name _____

Signature _____

Date _____