

Queen Anne School Statement on Computer Ethics and Acceptable Use of Technology

Acceptable Use: The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the mission statement, rules, and honor code of Queen Anne School. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.

The Queen Anne School Network is a local area network connecting the campus classrooms to the Media Center and is intended as a learning resource for all members of the school community.

General Rules Regarding Computer Use: The current *Student Handbook* describes for all users the Technology Use Policy of Queen Anne School. These guidelines are provided so that the user is aware of his/her responsibilities. Users are required to make efficient, ethical, and legal utilization of technology resources.

Electronic Mail: System administrators will have access to all user accounts, including e-mail. E-mail messages are *not* confidential communications. We expect students and employees of Queen Anne School to use e-mail as a means of communication consistent with the school's mission, rules, and honor code.

Internet Service: The use of the Internet is a privilege, not a right. Internet users are reminded that when using the Internet through Queen Anne School's connection, users are representatives of the school and should regard their activity as reflecting their professional relationship with the school.

Queen Anne School does not have control of the information on the Internet, nor does it provide any barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Unsolicited e-mail may also contain potentially harmful viruses, worms and trojans, as well as material that may be illegal, defamatory, inaccurate or potentially offensive. Queen Anne School believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.

Clarifications: When using the network, users must log in using the user name and password provided by Queen Anne School. They may not use the name of another user and may not log in under any of the logins created for system uses. Users of the network may not try to obtain additional rights beyond those granted them when the account was issued. Users may not place programs in their user directory. The user directory for each user has been created so that each user of the network may have an appropriate place to store his or her data and files. No hardware is to be connected to the network unless it has been cleared with the Technology Director. No software may be installed on the server or the local workstation unless it has been cleared with the Technology Director. In general, any attempt to circumvent security provisions (rights, log in identification, hardware identification, disk usage, etc.) is considered improper and will be treated as a disciplinary matter.

These rules are intended to make the network more reliable and consistent for the users who depend upon it daily. They are also intended to minimize the burden of administrating the network.

Guest Accounts: Queen Anne School does not provide any long term guest accounts. Short-term accounts are granted as needed to individuals who require network access as part of their involvement with Queen Anne School. These accounts are subject to the same rules and regulations as regular user accounts and expire when the user is no longer performing the service that required network access.

Agreement: In order to make sure that all members of the Queen Anne School community understand and agree to the rules and conditions set forth above and in the student handbook, **all students and parents of students, and employees are required to sign an agreement at the beginning of their first academic year with the understanding that they are agreeing to abide by any changes that may be made to either the student handbook or the employee manual.** No network or Internet computer use is allowed to any member of the Queen Anne community without agreeing to these basic standards of acceptable computer use.

The undersigned acknowledges that he/she has read the Statement on Computer Ethics and Acceptable Use of Technology of Queen Anne School before signing this Network Use Agreement. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions of said policy carefully, understand(s) their significance and agree(s) to abide by all provisions of said policy.

User: I understand and will abide by the Statement on Computer Ethics and Acceptable Use of Technology of Queen Anne School and will abide by said policy. Queen Anne School is not liable for lost, damaged or unavailable information due to technical or other difficulties; and is not responsible for what users do or the information they access. I acknowledge that the majority of such information is generated outside of Queen Anne School. I further understand that any violation of the Statement on Computer Ethics and Acceptable Use of Technology of Queen Anne School may jeopardize my access privileges and certain such violations may constitute criminal offenses. Should I commit any violation, my access privileges may be suspended or revoked, disciplinary action, including my being dropped from class and academic dishonesty penalties up to and including possible expulsion may result, and in some cases appropriate legal action may be taken against me.

(User's Name -- Please Print)

(User's Grade)

(User's Signature)

(Date)

Parent/Guardian: As the parent or guardian of this student, I have read the Statement on Computer Ethics and Acceptable Use of Technology of Queen Anne School. I understand that this access is designed for educational purposes. I will not hold the school responsible for materials acquired on the network. I hereby give permission for my child to use the network and Internet for educational purposes. I recognize that it is impossible for Queen Anne School to restrict and prevent access to controversial materials and I will not hold the school responsible for materials acquired on the network. I understand that there is information on the Internet that I otherwise might not want to have available to this student. Further, I accept full responsibility for my student's action on the network in school as well as at other locations.

(Parent/Guardian Name -- Please Print)

(Parent/Guardian Signature)

(Date)

Advisor: Because this student may use the network for individual work or in the context of another class, I will not be held responsible for student misuse of the network in relation to such individual work or other class work. I will, however, to the best of my ability promote proper use.

(Advisor's Signature)

(Date)

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