



## ACCEPTABLE USE POLICY (AUP) FOR COMPUTERS AND SYSTEMS USAGE

Our Community School of Naples (CSN) vision is to prepare graduates who will become innovation leaders, responsible decision makers and informed collaborators who make a positive impact on the future of our world – whereby the empowered, judicious and ethical users of information and communication technology (ICT) is essential. Attaining and maintaining information fluency in our society is critical and demands continual, deliberate study and practice. To affect the safe, efficient pursuit of that vision, it is imperative that CSN students exhibit productive attitudes and behaviors regarding the use of ICT. Thus, this Acceptable Use Policy (AUP) outlines procedures that all students using CSN computers and computer systems, personal computers or other personal electronic devices on school property or over the school's systems are required to follow. Failure to do so may result in the revocation of access privileges and disciplinary action. All computers should be used in a responsible, ethical and legal manner. The school reserves the right, with probable cause, to search any personal computer or personal electronic device for any and all content, contacts, and usage.

### **Purpose:**

The purpose of providing access to the Internet and the school's computer systems is to support research and academic pursuits while providing unique educational opportunities. The use of such resources should be limited to those school-related activities that support academic and educational objectives.

### **Privilege:**

The use of the school's systems is a privilege. Inappropriate or illegal use of the school's system or of the Internet will result in loss of the privilege and disciplinary action.

### **Internet Access:**

The school community—students, faculty, administrators and staff—have the privilege of full access to the Internet. CSN encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files are not to be downloaded to the CSN local or network hard drives. Student's who try or are found to have circumvented the CSN web filtering/Internet access will result in disciplinary action and be dealt with immediately by the administration.

Downloading of peer-to-peer files is prohibited. Although the school provides blocking of inappropriate web sites, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the administration.

Although the school cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled not intended for minors will be considered a major violation of school rules. Likewise, students must not use any electronic device to photograph, record or publicly display images of other students without their consent. Furthermore, making public or passing on of any material that is pornographic, violent in nature, or otherwise harassing is wholly and completely unacceptable and will be dealt with immediately by the administration.

Internet safety: Students should always keep personal information private and never share it (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. CSN is not liable in any way for irresponsible acts on the part of the student.

### **Pirated Software:**

The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's software, legally or illegally obtained, that is brought to school for personal use.

**Network Access:**

Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school’s web page is prohibited.

Obtaining another student’s password or rights to another student’s directory or e-mail, whereby a student may inadvertently leave a computer without logging out, is prohibited. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as an Honor Code violation.

**CSN Right to Inspect:**

CSN reserves the right to inspect a student’s personal device if there is reasonable suspicion. The inspection will include, but is not limited to, review of user directories and files, Internet history, social media, app and program usage, images and messages, contacts and usage. If inappropriate files/materials and usage is found, action to be taken may include removal and other appropriate actions if deemed necessary, including notification of parents. Please do not assume that any messages or materials on the school’s systems are private.

**E-mail, Social Media and Chat Rooms:**

E-mail, short for electronic mail, transmits a form of electronic information, representation of a page or message from one location to another. E-mail is used by CSN for academic purposes and can not be used to harass or threaten others.

E-mail messages must not include personal attacks and should not contain any language or content that the author would not be willing to share from the podium at a school break meeting. Students should be made aware that a deleted e-mail can be undeleted. Participation in social media, “chat rooms” and instant messaging on campus is prohibited. Inappropriate e-mails, such as mass e-mails, advertising, or spam, are also prohibited.

**Viruses:**

Every effort is made by the school to keep our system virus free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. CSN is not responsible for the transmission of any virus or for damage suffered from a virus.

**Computer Care:**

Members of CSN community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate school-related work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in disciplinary action. Students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:**

Any student, who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the Assistant Head/Dean of Students so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Acceptable Use Policy will be subject to appropriate disciplinary action and will lose computer or Internet privileges.

**I have read and fully understand this AUP for Computers and Systems Usage on the CSN campus.  
I understand that I must abide by the rules listed above to avoid action made by the Disciplinary Committee.**

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Student Signature

Date

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Printed Student Name

Grade/Advisor

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Parent Signature

Date

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Printed Parent Name