

The Emery/Weiner School Acceptable Use Policy (AUP)

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Introduction

School-owned equipment, both hardware and software, is provided to school employees for educational and business use. Faculty and staff may use these tools for personal reasons, provided those reasons do not interfere with their work, the work of others, or the policies and procedures of the School, and provided the School does not incur added expense as a result. Faculty and staff may never use hardware or software owned by the School for private financial gain. Further, faculty and staff should be advised that while the School does not routinely monitor e-mail or other information stored on school-owned equipment, the School reserves the right to monitor any employee's e-mail or other electronically stored information when conducting an investigation into possible misconduct relating to information stored on School-owned equipment.

School employees are responsible for their own actions and are expected to use good judgment when communicating digitally with others and when "surfing" or posting content on the Internet, including the posting of content on blogs, micro-blogs, "tweets" and social networks. As online reputations are increasingly tied to "real world" identities, faculty and staff should take care to model the School's mission statement and Ten Commitments in both realms.

As a member of The Emery/Weiner School community, I agree to follow School rules and commit to the School's values. To maintain these values as related to technology, we must all agree to support the needs of the School community even if they may conflict with one's personal desires.

Staff

E-mail and Internet Use

The Emery/Weiner School is the owner of all e-mail and text messages created by staff members in performing their duties while using school computers and cell phones. All records kept on a staff member's computer at work (including any e-mails sent or received), are automatically the property of The Emery/Weiner School and may be subject to monitoring.

From time to time, the contents and usage of electronic messages may be examined by the school or by a third party on the school's behalf. These include electronic communications, which are sent to or from a staff member, both internally and externally. Staff members should not expect that information or document(s) transmitted or stored on The Emery/Weiner School's computer network or phones will be private.

E-mail should be structured in recognition of the fact that the school may from time to time need to examine its contents.

Staff members are to be aware that the school is able to monitor use of the Internet on the school network, both during school or working hours and outside of those hours. This includes the sites and content that you visit and the length of time you spend using the Internet.

Staff members are discouraged from using Internet and e-mail facilities to send and receive personal messages. Internet and e-mail use for personal purposes is subject to the same terms and conditions as otherwise described in this policy.

Electronic correspondence should be treated in the same way as any other correspondence, such as a letter or a fax. That is, as a permanent written record that may be read by persons other than the addressee and which could result in personal liability.

Staff members may be liable for what is written in electronic correspondence, including e-mail, text messages, and on social networking sites such as Facebook and Twitter; E-mail is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in e-mail or other electronic correspondence may be unexpected and extremely widespread.

Electronic content that may seem harmless to one person may in fact be highly offensive to

someone else. Staff members also need to be aware that unacceptable electronic correspondence will prompt the school to consider the response and sensitivities of the recipient(s) rather than the intention of the sender.

If staff members receive inappropriate material electronically, it should be deleted immediately and not forwarded to anyone else. It is appropriate to discourage the sender of the inappropriate material from sending further materials of that nature. The Emery/Weiner's technology staff is available to assist in the blocking or removal of inappropriate material.

Comments that are not appropriate in the workplace or school environment will also be inappropriate when sent electronically. Electronic correspondence can easily be misconstrued. Accordingly, words and attached documents should be carefully chosen and expressed in a clear, professional manner.

Excessive or inappropriate use of e-mail or Internet facilities for personal reasons during working hours or unauthorized use of personal software or hardware may lead to disciplinary action.

Confidentiality and Privacy

In the course of carrying out duties on behalf of the school, staff members may have access to, or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. E-mail should not be used to disclose personal information of another without proper authorization.

Staff members should take reasonable steps to protect the personal information that is held from misuse and unauthorized access. It is stressed that staff members take responsibility for their personal computer(s) and not allow it to be used by an unauthorized party.

Staff members will be assigned a user name and will also be required to select a password to use the Emery/Weiner computer network. The username and password must not be disclosed to anyone. Staff members are required to change their password regularly and ensure that their username and password are not kept in writing close to their working area.

In order to comply with Emery/Weiner obligations under the Privacy Act, staff members are encouraged to use the blind copy option (BCC) when sending emails to multiple recipients where the disclosure of those persons' email addresses may impinge upon their privacy.

Staff members must not disclose passwords to anyone, must not use any passwords other than their own, must not read other people's email and must not reveal personal information.

Staff-Owned Devices

Staff members must obtain authorization to use devices or software on the network not owned by the school (iPads, etc.). Authorization is required for installation of software on school owned devices. A special request needs to be made to utilize a software package not owned by the school. The School's Director of Technology will determine whether the use of said software fits within the legal bounds of licensing requirements and advise the staff member.

Students

Use of School Computing Resources

Students must help create a positive atmosphere by allowing those engaged in academic work priority computer use.

Students must respect the work and privacy of others throughout The Emery/Weiner School network.

Students must use their applications, e-mail accounts, and The Emery/Weiner School network space for appropriate school-related activities.

Computer use in the classroom is left to the teacher's discretion. If a laptop becomes a distraction or if the teacher thinks laptop use is not necessary for a lesson, that teacher may direct students not to use their laptops in class.

Students may not use The Emery/Weiner School technology resources for commercial activity, seeking monetary gain, or political purposes.

Use of Student-Owned Laptops

Students must have signed approval from the appropriate administrator to use personal computers at School. Laptops accompanied by this form must be brought to The Director of Technology for inspection and approval prior to laptop use on the School campus. (Copies of this form are available at www.emeryweiner.org under the "Parents" section.)

Laptop use is permitted only under the supervision of a faculty member. Computer use in the classroom is left to the teacher's discretion. If a laptop becomes a distraction or if the teacher thinks laptop use is not necessary for that lesson, a teacher may direct students not to use their laptops in class.

All laptops brought to School must have an up-to-date antivirus program installed. The School has the right to verify this at any time.

Personal laptops will not be connected to The Emery/Weiner School network. Students may

connect to the Web portal using the ssid “emery”. Any attempt to probe, explore or connect to the School’s network is considered hacking and will result in referral to the appropriate administrator and, if appropriate, to law enforcement.

Students are not permitted to chat, play computer games, or watch videos on their personal computers while on school property, without the permission of a teacher or administrator.

Privacy

Students and their families are hereby advised that bringing a personal computer to School voids a student’s right to privacy and represents the owner and user’s express consent to subject the computer to a search of its contents. If a teacher or administrator suspects misuse, the School has the right to confiscate and examine the personal computer.

All material including but not limited to photos, music, and language stored on a student’s laptop should be appropriate for School.

While the School retains the right to search a Student’s laptop, Emery/Weiner bears no responsibility for the content stored on, sent to, or received by student laptops.

P2P software is strictly prohibited. Using the School’s network to download music or videos is also prohibited.

The Emery/Weiner School is not responsible for theft or damage of any personal computers, accessories, or other electronic devices. The Emery/Weiner School is not responsible for the loss of any data.

All Users

Technology Ownership

The Emery/Weiner School owns all school-issued systems, software, and e-mail addresses. Content created with the School’s technology tools and saved on the School network is the property of the School.

Computer resources at The Emery/Weiner School are a limited resource and are reserved for educational and school-related business.

If a user leaves the School community, any content he/she created may continue to be used by the School for educational purposes.

System Security

Users may only log on to the network only as themselves. Users may not share their passwords under any circumstances.

Users are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use that account.

Users must immediately notify a faculty or staff member if they have identified a possible security problem.

Users must not intentionally introduce a virus or other harmful code anywhere on The Emery/Weiner School network, and users will make an effort to keep their home computer free from viruses and other destructive materials. If any files are accidentally infected, users must seek help from a member of the technology staff.

Users acknowledge that electronic devices brought onto campus are subject to search without notice or warning.

Users must refrain from using any device or software that masks their use of school resources. This includes but is not limited to anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures.

Users may not engage in illegal file sharing. This includes but is not limited to browsing, downloading, or the installation of executable files, games, MP3 files, video files, or compressed files.

Use of Emery/Weiner School Content or School Information on non-Emery/Weiner School Websites

Content posted anywhere to the Internet about The Emery/Weiner School should observe all aspects of the School's Acceptable Use Policy and be approved by the Director of Communication.

Official School files or documents are not to be posted on non-Emery/Weiner sites.

Individuals who post content on sites which are unaffiliated with the Emery/Weiner School should not present that content as if it represents an official view of The Emery/Weiner School.

The official Emery/Weiner School website represents the School. No representation of Emery/Weiner should be made on any other website.

Intellectual Property and Privacy

Users must not copy, transfer, or download any copyrighted software to or from computers on The Emery/Weiner School network without the permission of the technology staff. This includes, but is not limited to web browsers, MP3 players, or games.

Users must respect the rights of copyright owners, including those who have created music, images, video, software, etc.

Users should check each site's privacy and security policies carefully before posting or adding content they may not wish to be viewed by others presently or in the future.

Users must not repost a message sent to me privately without the permission of the person who sent the message.

Users must not post private or false information about another person.

When distributing information over The Emery/Weiner School's computer network or to third parties, it must be ensured that the staff member(s) distributing the information and The Emery/Weiner School has the right to do so, and that intellectual property rights of any third party are not being violated.

When unsure of whether sufficient authorization is given to distribute certain information, it is recommended you contact the Head of School, the network administrator or the CFO. In particular, copyright law may apply to the information that a staff member may intend to distribute and must always be observed. The copyright material of third parties (e.g. software, database files, documentation, articles, images, videos, and other downloaded information) must not be distributed through e-mail without specific authorization.

Inappropriate Language, Harassment, and Cyberbullying

Students are prohibited from using school-provided communication devices, the school network, personal communication devices while on school grounds, or at a school-related function with the intent to intimidate, harass, or coerce another person. Students may not use vulgar, profane, lewd, or lascivious language to communicate this harassment or to threaten an illegal or immoral act. Students engaging in these practices or behaviors shall be subject to school disciplinary procedures.

In the instance that cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary proceedings.

Students and staff are required to report any incidents of cyberbullying about which they are aware to the school administration.

User Responsibilities

Faculty and staff must ensure that all students under their supervision abide by the applicable Student Acceptable Use Policy.

Users must make reasonable efforts to protect all user names and passwords from unauthorized access and refrain from using others' accounts. Users who are concerned that their online identity has been compromised should report these concerns to the IT department immediately.

Because all content on the web is assumed to be private property, it should not be modified, distributed or changed without the explicit permission of the creator of that content.

Internet Use

Users must not engage in any inappropriate and/or illegal behavior while online. These include, but are not limited to the following:

- Transmitting or pursuing content that is vulgar, obscene, abusive or libelous toward the School, its faculty, staff, or students;
- Disclosing or distributing confidential information such as personnel data, student records, financial information, and financial aid information;
- Attempting to access restricted systems without authorization;
- Engaging in any illegal or unethical activity.

Social Media

All users must carefully review the privacy settings on any social media and networking sites used (for example, Facebook, Twitter, YouTube, Flickr, and LinkedIn), and exercise care and good judgment when posting content and information on such sites.

Teachers must neither initiate nor accept "friend" requests from current Emery/Weiner students for any social network not being used solely by the School for curricular reasons. Curricular reasons include both class work and school club work.

When working with social networks, such as a private Ning network, that are closed to the public and used exclusively for school work, teachers may "friend" students. In social networks (e.g. Facebook) that are open to the public and could be used for both personal and curricular work, teachers should not friend students.

Examples include:

- a) A teacher creates a closed Ning social network for the work being done in her

classes and “friends” her students. b) A teacher creates a Facebook group for his classes. He communicates with his students via the group but does not “friend” his students.

Exceptions to this policy may be granted only by a division head or the Head of School.

Staff may neither initiate nor accept social network “friend” requests from former Emery/Weiner students under the age of 18 who have not yet graduated from high school.

All users must exercise care and judgment when posting media (photographs, audio, video) containing current students on a site other than a school- owned or -used site. In most cases, written permission from a parent should be obtained.

All users must exercise professionalism when extending any online community to parents, former students, or other members of the Emery/Weiner community.

Members of the Emery/Weiner community may not contribute to social media websites as representatives of the School unless directed to do so by the Director of Communication. Any accounts set up to represent the School’s interests or any account with the School’s name included in the handle or user name are in some way are prohibited. Students in violation of this clause must surrender the account credentials to the School and are subject to further punishment at the discretion of the appropriate administrator(s).

Compliance

I understand and agree to the following:

I continuously represent The Emery/Weiner School whenever and wherever I use school computing resources, even if I am using these resources away from or outside of the School's network.

I may be held responsible for any online behavior or content that connects me to the School or implicates the School in that behavior.

If I knowingly enable others to violate these rules, I may lose my School network, e-mail, or Internet access. I may also be subject to further punishment.

The Emery/Weiner School has software and systems in place which monitor and record all activities and traffic on School computing resources. I should expect only limited privacy in the contents of my personal files on the School network.

Tampering with The Emery/Weiner School technology tools or another person's work is unacceptable, and by doing so I could lose all rights to use computers at the School, including my user account and network access.

Violations of the The Emery/Weiner School policy and AUP are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion. The Emery/Weiner School makes no guarantee that the services provided will be error-free or without defect. The School will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service.

Student Agreement

I have read the Emery/Weiner School Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules or fail to return this form by the deadline indicated above, my computer privileges may be suspended or revoked. I hereby consent to a search of all computer resources on the campus of Emery/Weiner School that are owned or controlled by me or my parent or guardian.

User Name (please print): _____ Grade: _____

User's signature: _____ Date: _____

Advisor's name _____

Parent or Guardian Agreement

As the parent or legal guardian of the student signing above, I have read the Acceptable Use Policy and grant permission for my son or daughter to access computer resources at Emery/Weiner. I understand that the school's computer resources are designed for educational purposes. I also understand that it is impossible for Emery/Weiner to restrict access to all controversial materials, and I will not hold the school responsible and hereby release the school for materials acquired on the network. I understand that individuals and families may be held liable for violations. I hereby consent to a search of all computer resources on the campus of The Emery/Weiner School that are owned or controlled by me or by the student signing above.

Parent name (please print): _____

Parent signature: _____ Date: _____