THE ROEPER SCHOOL

41190 Woodward Ave.
Bloomfield Hills, MI 48304

Student Network and Internet

Acceptable Use Policy

> ## PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING THE USER ACCOUNT APPLICATION AND ACCEPTABLE USE AGREEMENT

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Introduction

Internet access is available to students and staff at The Roeper School. We are very pleased to bring this access to Roeper and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff have access to:

1) The Roeper School public and community Web sites.

2) electronic mail communication with people all over the world.

3) information and news from media and governmental sources.

4) public domain software and shareware of all types.

5) discussion groups on a virtually unlimited number of topics.

6) access to many local and university library catalogs and the Library of Congress.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control inappropriate material and an industrious user may discover controversial information. Roeper firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. As with other aspects of school life, students are expected to act responsibly and make principled choices with this freedom and privilege.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Roeper School user violates any of these provisions, his or her account will be deactivated and future access could possibly be denied. The signatures on the User Account Application and Acceptable Use Policy Agreement are legally binding and are intended to indicate that the parties who signed it have read these terms and conditions carefully and understand their significance.

To be issued a computer system account, students must sign the "User Account Application and Acceptable Use Agreement" and submit it to the Technology Department. Students under the age of eighteen (18) must also have a parent or legal guardian sign the Agreement.

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Ethics and Netiquette

Users are expected to abide by the generally accepted rules of network etiquette or *netiquette*. These include, but are not limited to, the following:

1) Be polite. Do not use abusive language in your messages to others. In other words, do not harass, insult, bully, threaten or attack others.

2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

3) Illegal activities are strictly forbidden.

4) Do not transmit information that could identify yourself or other students and staff including, but not limited to, last names, addresses and phone numbers.

5) 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 school administrators and/or legal authorities.

6) Do not use the network in such a way that you would waste network resources or disrupt or interfere with the use of the network by other users.

7) Be judicious in the use of computer supplies such as paper and printer ink or toner provided for student and staff use.

8) All communications and information accessible via the network should be considered property of The Roeper School.

Authorization to Use School Computers and Networks

The guidelines described in this document apply to all persons using any computers and/or network facilities owned by or located at any campus of The Roeper School. The guidelines also apply to students using their own computers who are provided access to the school's wireless network. All use of school systems and the wireless network are subject to prior authorization. This authorization allows the user to apply for a computer account to access school network and Internet resources.

The use of computer accounts must be in support of education and academic research and consistent with the educational objectives of the school.   Employment of school systems or resources for commercial purposes of any kind without prior express, informed permission is prohibited.

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The office responsible for maintenance and upkeep of school computers and networks is the Technology Department.

The use of the school computers and network is a privilege, not a right, and inappropriate use will result in a suspension or termination of those privileges. The Technology Department will deem what is inappropriate use and that decision is final. Also, the Technology Department may suspend an account at any time as required pending review by school administrators. The administration, faculty, and staff may request the Technology Department to deny, revoke, or suspend specific user accounts.

Social Media

General Policy

Comments to Roeper-sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from members of the Roeper community. To promote respectful discussion within this forum, The Roeper School Community Guidelines apply.

For the privacy of users and their families, please assume that all postings to Roeper-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind.

By posting material and/or comments on Roeper-sponsored sites, community members agree not to:

1) Post material that Roeper could determine is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.

2) Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.

3) Post material that infringes on the rights of Roeper or any individual or entity, including privacy, intellectual property or publication rights.

4) Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Roeper, except in designated areas specifically marked for this purpose.

5) Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the Roeper-sponsored site.
6) Allow any other individual or entity to use your identification for posting or viewing comments.
7) Post comments under multiple names or using another person's name.

Roeper reserves the right to do any or all of the following:

1) Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.

2) Remove or edit postings in any form at any time, whether or not they violate this Policy, at the sole discretion of The Roeper School.

Creating Networking sites using The Roeper School name

All "official" Roeper School social networking sites must be approved by the Head of School or his/her designee and should adhere to the following standards:

1) Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;

2) Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within Roeper guidelines and is appropriate to the subject matter of the page.

Unauthorized pages that have not been approved by the Head of School or his/her designee will be treated as personal pages under this policy.

Network Security

Responsibility for Security

Security on any computer network is a high priority, especially when the network involves many users. Breaches in security can impair or disable network access and expose user information to unauthorized access. Because of this, security is the responsibility of every authorized user on the network. If a user can identify a security problem on the Internet, he or she must notify the Technology Department or a school official. The suspected security problem should not be demonstrated to other users.

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Users must not take advantage of any security lapse or malfunction which may occur. Should such a lapse or malfunction occur the user should notify the Technology Department or school officials without discussing the matter with any other person.

Investigations

The Technology Department is free to pursue all investigations which may be necessary to ensure the proper use of school computers and networks. They shall make use of these powers only when such intervention is necessary for the proper functioning and security of the system. Information obtained by the Technology Department may only be divulged in the course of security evaluation and/or investigation.

User Accounts

Authorization for use of a computer account is strictly personal and may not be transferred to another person, even temporarily. Users must log on to the network using their own account only and should not make any attempt to obtain or decipher another user's account name or password. Users must not attempt to falsify their identity. A student who gives his or her password to another student will lose network privileges. A student found using another user's account will be subject to disciplinary action.

Users are responsible for access to the network using their accounts. It is the responsibility of each user to secure a workstation or log off of the network when leaving a terminal or workstation.

Attempts to logon to the network as a network or system administrator will result in termination of user privileges.   Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

User accounts will be terminated once the student is no longer enrolled.

Passwords

Users should change their passwords at intervals required or when requested by the Technology Department. Passwords selected by users should meet security guidelines published by the Technology Department. Users are prohibited from revealing their account password to any person for any reason. Passwords should never be written down.

Guidelines for selection of passwords exist to ensure that user accounts are secure from outside tampering. A password should

- be at least 6 characters long.
- include mixed case letters and numbers.
- be easy to remember so it doesn't have to be written down.
- not be a form of the user's login name (as-is, reversed, capitalized, doubled, etc.)

- not be the user's first or last name in any form.
- not be an easily obtained piece of personal information such as a license plate number, telephone number, home address, etc.
- not consist of all digits, or all the same character.
- not be a word contained in a dictionary - either English or foreign.

A good password is easy for the user to remember but hard for someone else to guess.   Picking letters from a meaningful phrase may be the source for a good password. In this way, the password is really a "pass phrase." For example, "Do You Know the Way to San Jose?" could be "DYKtW2SJ?".

User Files and Data

Each user is responsible for his or her own files and folders (directories). Accessing another user's files to read, copy, divulge, publish or alter files is prohibited and may be construed as plagiarism.

Policies regarding files and data apply whether the data is physically located on school computers and/or servers or transmitted over school data or communication lines.

The Technology Department may review files and communications to maintain system integrity and to ensure that users are using the network systems responsibly. Users should not expect that files stored on school systems and servers will always be private.

Illegal and Improper Activities

Use of Software

Users are forbidden to install any software on school equipment without prior express, informed permission from the staff member responsible for the maintenance and care of that equipment.

Any use of software, whether on networks or on independent computers, must conform to the terms under which that software was licensed. Software media licensed by the school may not be removed from school premises for any reason without the permission of the Technology Department.

Use of Hardware and Equipment

Users must not add machines to the network except with prior permission from and through connections authorized by the Network Administrator.   Computers connected to the network must have updated antivirus software installed on them that has been approved by the Technology Department. The antivirus software must have virus definition files no more than 30 days old. Users are strictly prohibited from causing damage to school computers, computer systems or computer networks. It is a student's responsibility to obtain written permission from

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the Technology Department or a school Director before taking any technology resource away from the school premises.

Use of Wireless Network

Students and staff may use their own computers on the school's wireless network provided that the computer meets the necessary requirements for connection set forth by the Technology Department. Wireless network users must have their computers inspected by the Technology Department to obtain clearance to use the wireless network. Circumventing the rules governing use of the wireless network is subject to disciplinary action as outlined in this Policy.

Commercial Use of School Computers

Use of another organization's 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. Use for commercial activities, product advertising or political lobbying without prior express, informed permission is prohibited.

Hacking Other Systems

Users shall not infiltrate, or "hack," internal or external computing systems or networks. Examples of such infiltration include, but are not limited to: releasing viruses, worms or other programs that damage or otherwise harm another computer or network; disrupting systems or interfering with another's ability to use a computer system; or sending e-mail "bombs" designed to infiltrate or damage a system.

Site Rules

Users must obey all rules posted or communicated by staff regarding the use of computers in specific locations. For example, food and drink are strictly prohibited from the Birmingham Campus Technology Lab. Such rules are considered to be incorporated into this Policy and violations will result in disciplinary action as outlined in this Policy.

Other Illegal and Improper Use

If a student has any questions about whether a specific activity is permitted, he or she should ask a staff member or a member of the Technology Department. If a student accidentally accesses inappropriate material, he or she should back out of that information immediately.

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Release of Liability

The Roeper School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Roeper School will not be responsible for any damages a user suffers as a result of use of school computer systems or networks. This includes non-deliveries, misdeliveries, or service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at the users' own risk. The Roeper School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

All terms and conditions as stated in this document reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties for in-school Internet access. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Michigan.

Penalties for Misuse

A violation of the Network and Internet Acceptable Use Policy will result in disciplinary action appropriate to the infraction. Penalties imposed may include, but are not limited to, the following actions:

1) Temporary disabling of the user's account.
2) Permanent removal of authorization to use school computer systems.
3) Letter to user's parent(s).
4) Possible suspension from school.
5) Appropriate legal action.

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Student User Account Application and Agreement

Please print all information legibly!

Student:

Last Name: _____ First Name: _____

I hereby apply for a student access account on the Roeper School computer network. I have read the Network and Internet Acceptable Use Policy (AUP) and understand that I am bound by the terms and conditions outlined in the AUP. I agree to abide by the provisions of the AUP and understand that if I violate those provisions, I can be disciplined as outlined in the AUP. I understand this agreement is binding for the duration of the time I am a student at The Roeper School.

Signature: _____ Date: _____

Parent or Guardian:

As the parent or legal guardian of the student signing above, I have read the Network and Internet Acceptable Use Policy and discussed it with my child. I believe that he or she has an understanding of acceptable and proper use of the school computer systems and the Internet. I also recognize that it is impossible for The Roeper School to restrict access to controversial materials and I will not hold the school responsible for materials my son or daughter may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand this agreement is binding for the duration of time my child is a student at The Roeper School. I hereby give my permission to issue an account for the student named above and certify that the information contained on this form is correct.

Name (please print): _____

Signature: _____

Relationship to student: _____

Daytime phone number: _____ Evening phone number: _____