



Acceptable Use Policy for Computers and Technology

PURPOSE:

Virginia Episcopal School provides students, faculty, staff, and their dependents, access to a computer network, email, and the Internet as a means of enhancing educational and personal communications. The purposes and uses of these resources are no different than any other type of resource provided by the school, therefore the school retains control over the manner in which these resources are utilized. The purpose of this policy is to ensure that all members of the community recognize the regulations the school imposes on the use of network hardware, software, the Internet, and all other resources connected to the network. In addition, this policy requires that all members of the community agree to abide by current local, state, federal, and international laws regarding these resources.

THE CONTRACT:

All members of the VES community (students, parents, faculty, administration, staff, and dependents) agree:

- to use the resources available through the network and the Internet to supplement curricular material or for personal pleasure, provided that the material does not: promote or show pornography, provide information regarding illegal drugs, or involve material relating to hate groups against other people based on race, sex, or physical handicap.
- not to make use of material or attempt to locate material unacceptable in a school setting. The type of material made available to students by administrators, teachers, and/or the library demonstrates acceptable criteria.
- not to attempt to discover passwords or other measures the school uses to control access to any resource and to report discovery of such to the Director of Technology or another faculty member immediately. Possession and/or use of someone else's password to gain access to the networks are dismissal offenses.
- not to change or attempt to change the configuration of software or hardware on any computer or alter software that controls access to the network or the Internet
- not to connect any electronic devices to the network without first obtaining permission from the Director of Technology and having the device properly configured by a member of the Technology Department. This includes, but is not limited to: Xbox, PS2, wireless access points, etc..
- not to download programs onto school-owned computers without permission of the Director of Technology. Under no circumstances should any program be installed or removed from a school-owned computer without permission of the Director of Technology.
- not to copy licensed software to or from any computer or otherwise violate licensing agreements in any manner.
- not to use school-owned resources for any illegal or commercial activity. This includes but is not limited to tampering with computer hardware or software; unauthorized entry into computers; vandalism or destruction of computer files. Users should be aware that such activity is a crime under state and federal law.
- to use their real name in all activities associated with Virginia Episcopal School.
- to use appropriate language in all communications. Users agree not use profanity or obscenity, and will avoid offensive or inflammatory speech.

- to respect the honor, dignity and privacy of others and the intellectual property of others and of the school at all times. They may not publish: a) identifiable names or photos of other students or community members, b) any personal information about other students or community members, or c) any proprietary school information, including photos of the school on any public media (including, but not limited to, IM, blogs, YouTube, MySpace, Facebook, etc.) without first obtaining the written permission of the school and all those involved.
- not to make personal attacks against anyone or post private information about another person. Users agree to report any personal attacks made against them by others to responsible school personnel.
- the school reserves the right to discipline users for actions performed off-campus if they are intended to have an effect on students, faculty, staff or the school, or they adversely affect the safety and well-being of students, faculty or staff of the school.
- to obey all rules of copyright and agree not to copy, transfer or reprint any electronic material as part of academic work without giving proper citation and credit.
- not to download, share, transfer, FTP or otherwise make illegal copies of copyrighted material such as, but not limited to, music, movies, literature, etc.
- to agree to properly document all material taken from the Internet and realize that the Honor Code applies to electronic material.
- to understand that information and/or advice obtained via the Internet may or may not be correct.
- not to introduce or knowingly allow the introduction of any computer virus into any computer connected to the network.
- not to use VES telephone lines or cellular phone modems to connect personal computers to the Internet.
- to make available for inspection by any faculty member any email messages sent or received at this location. Users agree to not participate in email bombs or bulk mailings.
- that the school reserves the right to inspect any computer and the files contained therein that is connected to the network or located on School property.
- that should they fail to honor all the terms of this contract, school administration will be informed and will act in accordance with school policy.

Signature _____

Print Name _____ Date _____

Student & Faculty Use Rights of VES-owned Software

Students are only licensed to use Microsoft Office and Symantec Antivirus software for the subscription term, which is one year, beginning in July and ending in June. These licenses are non-perpetual and must be renewed yearly. Upon leaving VES, students and faculty are required to remove both Microsoft Office and Symantec Antivirus software. If you require assistance removing either program from your personal computer, please contact the Technology Office at 434.385.3665.

Signature _____ Date _____

Please sign and return this form to :
 VIRGINIA EPISCOPAL SCHOOL
 Attention: Elizabeth C. Parthemore
 400 VES Road
 Lynchburg, VA 24503