

## COMPUTER ACCEPTABLE USE POLICY

1. **General.** The *General Handbook* highlights the use of computers at Kenston Forest. This document provides more detail concerning use of computers. ***The use of Kenston Forest School computer systems is not a right, but a privilege.*** The following items describe acceptable and unacceptable computer use.

- 1.1. All students must behave in a responsible, efficient, ethical, and legal manner.
- 1.2. All work must support the educational objective assigned.
- 1.3. All general rules and behaviors outlined in the *General Handbook* apply.
- 1.4. The following activities are not authorized and will result in disciplinary action:
  - 1.4.1. Transmitting any material in violation of any federal or state regulations.
  - 1.4.2. Using offensive, harassing or threatening statements or language, including disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
  - 1.4.3. Violating copyright laws.
  - 1.4.4. Accessing or using a computer without a teacher's permission or presence.
  - 1.4.5. Damaging a computer or network in any way.
  - 1.4.6. Using a computer to harm other people or their work.
  - 1.4.7. Installing software without a teacher's permission.
  - 1.4.8. Downloading websites without a teacher's permission.
  - 1.4.9. Attempting to access and/or accessing and downloading filth, pornographic or sexually explicit material.
  - 1.4.10. Attempting to gain unauthorized access to system programs or equipment.
  - 1.4.11. Transmitting any material that may besmirch or tarnish the reputation of Kenston Forest, its faculty, or students.
  - 1.4.12. Revealing personal information to unauthorized recipients.
  - 1.4.13. Disrupting the use of the network.

1.4.14. Using inappropriate language.

**2. Examples of Appropriate and Inappropriate Sites.** It is acceptable to view KavSIS, research, academic and other sites linked on the school website.

2.1. The use of educational search engines is preferred and encouraged, but it is acceptable to use Google or other search engines for research of academic subjects.

2.2. It is acceptable to use legitimate reporting sites such as Google News, CNN, etc., to check news and weather.

2.3. While it is acceptable to check map sites for geography assignments, social studies, etc., it is inappropriate to check map sites for non-academic purposes such as scouting personal hunting areas.

2.4. While it is acceptable to view retail sites to research items for school group activities (e.g., prom decorations), it is inappropriate to accomplish personal shopping or participate in online auctions.

2.5. *It is inappropriate to view social sites such as FaceBook, MySpace, etc.*

**3. Streaming Audio.** Students are *not* authorized to listen to streaming audio while accomplishing other computer tasks. This non-academic entertainment consumes bandwidth from users with legitimate computer tasks. (Listening to foreign language audio files assigned by a Kenston Forest instructor is permissible).

**4. Student Email.** If specific authorization from a faculty member is obtained, it is acceptable to check personal email to retrieve a specific academic project you “emailed to yourself” because your home printer was inoperative, etc. It is inappropriate to check personal email as a social chat tool (or any time without specific authorization from a faculty member).

**5. Personal Websites, Blogs, Wikis, etc.** Students shall not create or maintain personal web pages on the internet that intentionally represent (or could be easily construed as representing) Kenston Forest or any division of the school without explicit written permission from the Headmaster. Students with ideas for helpful web pages are encouraged to consult with the Finance Operations Director to discuss methods to add appropriate pages about various school groups to the official school website (and not “unofficial” ones).

**6. Monitoring.** It is understood that Kenston Forest School computer system users give consent to monitoring their computer system activity.

**7. Disciplinary Actions.** Failure to adhere to these rules will result in a limitation or cancellation of technology privileges and/or other disciplinary action.