

EPISCOPAL FACULTY/STAFF ACCEPTABLE USE POLICY

Guidelines are provided below to make all Episcopal technology users aware of the responsibilities that they accept when they use Episcopal's technology resources. In general, what is required is efficient, ethical, and legal utilization of technology resources on the Episcopal campus - use that is respectful of the rights of all users in the Episcopal school community. A signature on the User Agreement Form indicates that the signed party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms.

Guidelines for Acceptable Use of Technology

1. Acceptable Use of Technology Resources: Episcopal provides innovative technology resources to support the pursuit of educational excellence by its students, faculty, and staff. Within the school environment, these resources are to be used to perform the daily business operations of the school, conduct research, support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school. **Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on this system because of its limited educational purpose.**

2. Unacceptable Uses of Technology Resources: Episcopal seeks to protect the civil, personal, and property rights of those individuals using school technology resources and regards the following technology uses as unacceptable:

- **Installing software** on any computer without specific Help Desk approval (this includes **any** application, whether it be your own personal copy or something the school owns)
- Violating software licensing agreements by **loading software illegally**
- Downloading or exchanging **pirated or illegally obtained** software
- Browsing inappropriate websites, including **online shopping**
- **Playing video games** (this includes all games, from online games to Free Cell)
- Using school technology resources for **personal business** or for other unauthorized commercial gain
- Participating in **instant messaging** or **chat rooms**
- Downloading, copying, or storing files (videos clips, graphics, mp3s, or programs) for **personal use** on network resources
- **Storing any information**, including Word documents, on the **hard drive** of a computer intended for multiple users, including files downloaded from the internet (such as mp3s, video clips, and images)
***** Please remember that only files saved in the network folders are backed up daily. If you store files on any hard drive, you do so at your own risk. *****
- Changing, rearranging, adding, or deleting desktop and software settings on resources used by **multiple users**
- Wasting finite resources; i.e., print cartridges and paper by **printing unnecessarily**
- **Disabling, damaging, or vandalizing** equipment, software or data

- Failing to **keep personal passwords confidential**, failing to log off when finished using a workstation, or logging on using the password of another person
- **Hacking/cracking** or otherwise accessing accounts and files of others
- Copying, modifying, distributing, displaying, or transmitting the work of another without **contacting the owner for permission** (Material on websites is protected by copyright.)
- **Inappropriate use of email**, including harassment, personal attacks, and spamming
- Using references to Episcopal on any **unauthorized web pages**, including personal web pages that connect students or faculty to Episcopal School
- **Disclosing photographs or personal information**, such as names, addresses, or phone numbers, online for the school, for oneself or for others
- Using the network in ways that **disrupts network use** by others

3. Webpage Publishing: The purpose of the Episcopal website is to communicate more efficiently and accurately with our community and to further encourage and enhance teaching and learning with technology. Users who publish webpages to the Episcopal website need to keep in mind the mission of the school as they add appropriate content to their pages. Additionally, they must adhere to the **Webpage Publishing Policy (WPP)** established by the Help Desk.

4. Procedure for Reporting Inadvertent Inappropriate Use: If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying the Help Desk of the mistake. Failure to report unintentional misuse will result in the incident's being considered an intentional violation.

5. Limited Expectation of Privacy: Users of Episcopal technology resources have the right to privacy in their e-mail correspondence and personal files; however, Episcopal administration reserves the right to gain access to these files to investigate unusual activity on the system or any user believed to be in violation of acceptable use guidelines.

Although the Internet is a very worthwhile educational tool, it poses the risk of its users being exposed to inappropriate materials. Episcopal focuses on students', faculty, and staff learning to make appropriate choices based on the school guidelines and personal values. Campus Internet use is monitored so that users making inappropriate choices can be redirected toward productive use in accordance with school guidelines.

6. Disclaimers: Episcopal makes no warranties of any kind, whether expressed or implied for the Internet access service it provides. Episcopal specifically denies any responsibility for the quality of information obtained through the Internet. Episcopal denies responsibility for loss of data resulting in delays, non-deliveries, miss-deliveries, or interruptions sustained by users as a result of system failure. Episcopal denies responsibility for financial obligations arising from unauthorized use of the system for the purchase of products or services. Episcopal accepts no responsibility for damages incurred by a user's inappropriate use of the system.

I have read the terms and conditions of use, understand their significance, and agree to abide by the terms.

Signature: _____ Date: _____

Print: _____