

Tandem Friends School

Acceptable Use Policy

Recent advances in all branches of Information Technology, especially the Internet, have created marvelous possibilities for educating our students by making available new tools and information resources, multimedia capability, electronic communication, etc. Tandem Friends School is committed to providing its students and faculty with the tools and knowledge to take advantage of these technological advances. In return, users are expected to respect the power of these tools, use them ethically and appropriately, and take care of the equipment that provides the service. The implicit hazards associated with their use, such as the potential for infection by malware, exposure to objectionable material on the Internet, etc., require that each user adhere to the following policies in order to ensure the safety and convenience of the entire community.

Acceptable Computer Use:

The freedom to use computers and the Internet at school is a privilege, which comes with its own set of responsibilities. The growing need for self-protection online, and increasing expectations for students to use the technology, demand knowledge of good practices, and the school attempts to help its students learn safe use of the Internet while they gain technological competence. One of the most important considerations is security – many seemingly innocent activities may actually expose the user or the network to hidden risks, so all settings and activities must reflect the needs of the school over the desires of the individual. Secondly, consideration for others in the community means that individuals must not monopolize a computer or the school's bandwidth for non-school-related activities. Finally, proper care of the school's resources requires that users not damage, or risk damaging, the school's computers or system through abuse or neglectful activity. Similarly, users should immediately notify a teacher or the Network Administrator of any damage or malfunction so that she or he can take care of such problems as soon as possible.

Tandem Friends School makes no guarantee that the computer network will be constantly running, or that data will be constantly available, or that the protection offered by our security procedures is complete or infallible. Users are encouraged to back up their important files on removable media. Tandem assumes no responsibility and has no liability for any direct, indirect, or consequential damages arising from the use of its computers, network or Internet resources.

Computer Use Guidelines:

The following set of guidelines for computer use at Tandem gives an overview of user responsibilities while using school computers and the school network, but is not intended to be a comprehensive list of Do's and Don'ts. In general, this policy simply specifies how "Freedom with Responsibility" and respect for others at Tandem apply to the world of technology.

1. School computers are reserved for legitimate educational purposes, since one person's frivolous activities can rob others of computer time they need for their education. Therefore, students may never use school computers for Instant Messaging or playing games (unless a teacher explicitly grants permission for the particular activity). Similarly, students may not monopolize the computers or the school's bandwidth for entertainment purposes, such as viewing online videos, listening to online audio, or accessing Facebook, Myspace, or similar social networking sites for extended periods.
2. Accessing or viewing pornographic materials at school is never permissible, whether or not technology is involved.
3. Engaging in any form of harassment at school is never permissible, whether or not technology is involved.

"Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months." - CLIFFORD STOLL

4. Use of the school's computers and network is a public, rather than a private, activity, and as such is subject to the same rules and guidelines regarding appropriate language and sensitivity to the needs of others, with respect to potentially inappropriate or objectionable material, that apply elsewhere at Tandem Friends. For example, it is the responsibility of older students to consider the needs of younger students who may be sharing the computer lab with them.
5. Damaging or defacing school property, including computer equipment, is vandalism. Using computers in a manner likely to result in damage is also unacceptable. Users may not eat or drink while working at Tandem computers, due to the danger of spillage causing damage to the equipment. Therefore, no food or drinks, including water, are permitted in Computer Labs.
6. Students must always log onto their own accounts when using school computers. Using a computer that someone else left logged on is like using someone else's property. Sharing or stealing passwords is strictly prohibited. Never reveal your password, or let anyone else log onto a personal account. Students are responsible for whatever happens under their own logon.
7. Using a privately owned computer while connected to a school network port or wireless access point falls under the terms of this policy, because such use affects the network and those who use it. Because any activity using Tandem computing assets can be traced to the school, and thus reflects on the school, this policy also applies while using a Tandem email account while off-campus.
8. Use of the Internet for research and materials must conform to Copyright and Fair Use laws. Information and materials obtained online for use in academic work must be correctly cited, with credit properly given to the source.
9. Attempting without explicit prior permission to download, execute, and/or install on a school computer any program or executable file not already loaded and licensed by the school can cause legal problems and configuration issues, and is prohibited.
10. Attempting any security breach or disruption of network communication, including but not limited to "hacking," port scanning or other network monitoring, introducing viruses or other malware, spoofing, or sending email bombs or spam, is never permissible and may be illegal.
11. Attempting to circumvent school security protocols or rules regarding computer or Internet use is a serious violation. This includes assisting, encouraging, or instructing another person in circumventing rules, or revealing passwords to unauthorized persons.
12. Students who violate the Acceptable Use Policy are subject to disciplinary consequences, which may include loss of on-campus computer privileges, and in serious cases, referral to Standards Committee, which could result in suspension or expulsion. Any alleged illegal activities will be investigated by law enforcement agencies, and legal action taken as necessary.

Acceptable Use of Other Technology:

The prevalence and development of other technologies such as cell phones, personal audio and video devices, cameras and other recording equipment provide additional educational opportunities as well as challenges. Engaging in reflection and dialogue, we at Tandem Friends continually explore and consider the potential benefits and detrimental impacts of new technologies on learning, personal development, and the spirit of our school community.

"Man is still the most extraordinary computer of all." - JOHN F. KENNEDY