

# The Loomis Chaffee School

## INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

**Loomis Chaffee provides information technology resources, including Internet access and email accounts to all members of its community for communications and educational purposes. To help ensure the proper use of these powerful tools, as well as to guarantee the safety and security of the students, faculty, and staff, and of the school itself, Loomis Chaffee provides the following guidelines. Loomis Chaffee reserves the right to examine any file on any computer connected to the network.**

- ❑ I will not intentionally propagate viruses.
- ❑ I will not disable my virus protection software or prevent my computer from checking for daily updates.
- ❑ I will not deliberately sabotage school files or software.
- ❑ I will not seek ways or services to bypass network-filtering software. I will not create a network that enables shared Internet access using my computer, cellphone, or any IP addressable device.
- ❑ I will not engage in any network activity using a computer, cellphone, or any IP addressable device during those times that Loomis Chaffee policy prevents network access (after lights out).

❑

**Social networking postings, email, and instant messaging convey only text messages. Body language and tone of voice, which convey context and feelings, are absent. It is not wise to say anything in an electronic message that you would not say in a face-to-face conversation.**

- ❑ I will respect the privacy of others. I will not include fictitious, embarrassing, personal, or private information about another individual in any text message, email, or social network posting.
- ❑ I will not forward personal email to another without the permission of the sender.
- ❑ I will not send anonymous email or use another's email account or other email services to obscure my identity.
- ❑ I will not post personal information such as home or school addresses, phone numbers, or mail addresses in public conferences, blogs, or social networking sites.
- ❑ My language and comments will not contain rude, offensive, abusive, sexist, homophobic, or racist remarks.
- ❑ I will not harass or threaten anyone using email, text messages, or public or private postings on social networking sites.
- ❑ I understand that cyberbullying is against the school's bullying policy as defined in the Student Handbook.
- ❑ I will not send email messages to everyone in my class or to the entire community without permission of the deans. This will be used sparingly and only for important school purposes.
- ❑ I will not initiate or forward junk email or chain letters or use email for commercial advertising.
- ❑ I understand that the email system is the property of the school and designed to support the educational mission of the school. I understand that the use of this system

is a privilege and that I have the responsibility of using it in a considerate, ethical, and lawful manner.

- ☐ I will not post photos, audio files, or video of other people without their consent. Posting photos of others without their permission is a potential violation of privacy.

**Passwords: It is illegal to represent yourself as someone else in any form of electronic communication.**

- ☐ I will not share my password with others. I will not use another's password.
- ☐ I will not use or remotely access another user's machine without permission.
- ☐ I will not use a computer when I find it logged on under another's name.

**Violation of copyright laws is a federal offense. Failing to cite sources of intellectual information is plagiarism and a serious violation of the ethical code of an educational institution.**

- ☐ I will not use the Loomis Chaffee network to download or distribute copyrighted materials such as: photos, artwork, games, and music, or video files. I will not transfer copyrighted materials over the network.
- ☐ I will not store, transfer, or trade stolen or pirated commercial software or files.
- ☐ I will not make copies of copyrighted software, images, video, or music on school equipment.
- ☐ I will cite the source of any text, photo, or video when including it in something submitted for credit.
- ☐ I will not buy, sell, trade, or borrow papers submitted for academic credit.

**I also understand that, for flagrant violations of this policy, the IT Department or the Deans may revoke or suspend my access to the network or any other campus resource. This includes email and personal storage accounts.**

## **Liability**

The Loomis Chaffee School disclaims all liability for the content a user may access on the Internet and through email, for any damages suffered in the course of or as a result of a user's Internet or email use, and for any other consequences of such use.

## **Changes in Policy**

The Loomis Chaffee School reserves the right to change this policy at any time without prior notice.