

Please review this Technology Use Policy

A. Educational Purpose

1. The LCS network is designed to be an integral component of teaching and learning at Collegiate. Use of the computer network entails the same privileges, obligations, and responsibilities that go along with the use of other school property and facilities.
2. The LCS network has not been established as a public access service or a public forum. Louisville Collegiate School has the right to place reasonable restrictions on the material you access or post through the system. You also are expected to follow the rules set forth in this agreement and state and federal laws in your use of the LCS network.
3. You may not use the LCS network for commercial purposes. This means you may not offer or provide products or services through the LCS network. Students may not purchase products or services through the LCS network.\*
4. You may not use the LCS network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.
5. Computer games are very much a part of the digital culture and provide interesting and even productive diversions. However, students need to understand that the technology resources of the school are made available to deepen and expand the learning experience. Therefore games that interfere with the good order around the school are not acceptable. Likewise, it is inappropriate to have the sound turned up other than when required by a school assignment.

B. LCS Network Access\*

1. Elementary students will have e-mail access only under their teacher's account.
2. Middle School and Upper School students may obtain an individual e-mail account with the approval of their parent or guardian.
3. A student and his/her parent/guardian must sign a Technology Agreement to be granted a network account and an individual e-mail account. Parents/guardians can withdraw their approval at any time.

C. Unacceptable Uses

1. Personal Safety\*
  - a. You will not post personal contact information about yourself or other people unless such information is part of the college admissions process or unless the contact is a known friend or relative. Personal contact information includes your address, telephone, school address, work address, etc.
  - b. You will not agree to meet with someone you have met online without a parent or guardian's approval. Your parent or guardian should accompany you to this meeting.
  - c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
  - a. You will not attempt to gain unauthorized access to the LCS network or to any other computer system through the LCS network or go beyond your authorized access. This includes attempting to log in through another person's account or to access another person's files. These actions are illegal, even if only for the purposes of "browsing."

- b. You will not make deliberate attempts to disrupt the computer system or to destroy/modify data by spreading computer viruses or by any other means. These actions are illegal.
  - c. You will not use the LCS network to engage in any illegal act.
3. System Security
- a. You are responsible for the contents of your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. LOG OFF WHEN YOU LEAVE THE COMPUTER.
  - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems or demonstrate such problems to other users because this may be construed as an illegal attempt to gain access.
  - c. The system administrators have set up the computer system files. Do not alter or modify system files or configuration files.
  - d. Be responsible when opening e-mail attachments. If you do not know the sender or if you are unsure whether it is safe to download and open the file, ask a System Administrator for help.
4. Courtesy Guidelines
- a. Restrictions against inappropriate language apply to public messages, private messages, and material found on Web pages, downloaded songs and CDs.
  - b. You may not use or listen to obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
  - c. You may not post information that could cause damage or a danger of disruption. Forwarding jokes, trivia, non-educational material, etc. to large groups of people is not acceptable.
  - d. You may not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. You may not harass another person. Harassment is acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
  - f. Always restore environmental settings such as sound volume or desktop patterns and colors after use.
  - g. You may not knowingly or recklessly post false or defamatory information about a person or organization.
  - h. Students who need a computer for academic work always have priority over students who wish to use the computer for other reasons, like accessing information for personal use, email, games, etc.
5. Respect for Privacy
- a. You may not forward a message that was sent to you privately without permission of the person who sent you the message.
  - b. You may not post information about another person or pretend to be another person. For example, do not post another person's e-mail address.
6. Respecting Resource Limits
- a. You may use the system only for educational and professional development activities. There is no limit on use for education and professional development activities.
  - b. You may not download large files unless it is absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and

- immediately remove the file from the system computer to your personal computer or a disk. When downloading files that are too big to fit on a single disk, you must first ask a System Administrator for permission to do so.
- c. You may not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
  - d. Use of distribution lists, mass electronic mailings or subscriptions is subject to approval based on educational use.
  - e. You must check your e-mail frequently, delete unwanted messages promptly, and stay within reasonable account quotas. Please remember that the system automatically deletes messages after 30 days.
  - f. Monitor the contents of your individual account (on one of the network servers) and delete unnecessary files promptly. Stay within reasonable account quotas. The system administrators reserve the right to restrict the size of any individual account.
  - g. You may subscribe only to high quality discussion group mail lists that are relevant to your education or professional development.
  - h. You may not upload or download software onto systems or servers without permission. Files in your account are limited to materials that you have created or resources that are needed for valid educational purposes.
  - i. Applications may not be run from floppy disks or CDs without permission.
7. Plagiarism and Copyright Infringement
- a. All data and programs residing on network workstations and file servers, with the exception of personal account directories/folders, are the property of Louisville Collegiate School and may not be downloaded, copied, moved, altered, or used outside of the school under any circumstances without prior express written permission.
  - b. No person may publish or store in his/her personal account directories/folders any material which violates or infringes any copyright, trademark, patent, statutory or common law or the proprietary rights of others. These laws can be very confusing. If you have questions, ask a teacher or a library/media coordinator.
8. Inappropriate Access to Material
- a. You may not use the LCS network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent/guardian have approved.
  - b. If you mistakenly access inappropriate information you should immediately tell your teacher or another LCS employee. This will protect you against a claim that you have intentionally violate this Agreement.\*
9. Network Equipment and Facilities
- a. Use care in the treatment and handling of the computer hardware. Since all members of the LCS community share the resources on the network, we must all do our part to keep them in good condition.
  - b. Be considerate of others when using network resources. For example, do not run programs while you are away from the workstation. If you need to leave the room, please save your work and quit any applications. Log off the server. Do not run large programs and applications over the network.
  - c. Food and drink are not permitted in the computer labs or near any equipment.\*

#### D. Your Rights

1. Free Speech—The LCS network is considered a limited forum, similar to the school newspaper, and therefore Louisville Collegiate School may restrict your speech for valid educational reasons.
2. Privacy; Search and Seizure
  - a. You should not expect privacy in your use of the LCS network. The situation is similar to the rights you have in the privacy of your locker or other school–owned areas.
  - b. You should expect routine maintenance and/or monitoring of the network which may lead to discovery that you have violated this Agreement, the Honor Code, or the law.
  - c. An individual search can be conducted if there is reasonable suspicion that you have violated this Agreement, the Honor Code, or the law. The investigation will be reasonable and related to the suspected violation.
  - d. Your parents/guardians have the right at any time to request to see the contents of your e-mail files.\*
3. Due Process
  - a. Louisville Collegiate School will cooperate fully with any local, state, or federal officials in any investigation related to any illegal activities conducted through the LCS network.
  - b. In the event there is a claim that you have violated this Agreement or the Honor Code in your use of the LCS network, you will be notified of the suspected violation and have an opportunity to present an explanation before an administrator or the Honor Board.
  - c. If it is determined that you have violated this Agreement, restrictions may be placed on your use of the LCS network.

#### E. Limitation of Liability

LOUISVILLE COLLEGIATE SCHOOL MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO ANY INFORMATION OR SOFTWARE THEREIN, OR FOR THE SERVICE IT IS PROVIDING. Collegiate is not responsible for any damages you suffer. This includes loss of data resulting from delays, non–deliveries, mis–deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Collegiate specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### F. Personal Responsibility

When you are using the LCS network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave “electronic footprints,” so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so.

\* means item is not applicable to employees.

Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

**Louisville Collegiate School  
Technology Acceptable Use Policy**

I understand and will abide by the LCS Technology Acceptable Use Policy. I further understand that any violation of the Policy is unethical and may constitute a criminal offense or result in civil liability. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I understand that I should have no reasonable expectation of privacy when I use the LCS system.

I further understand that this Acceptable Use Policy agreement is valid throughout my years at LCS.

\_\_\_\_\_  
Student signature

Date

Student password: \_\_\_\_\_

As the parent or guardian of this student, I have read the LCS Technology Acceptable Use Policy. I understand that his/her access is designed for educational purposes. Louisville Collegiate School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Collegiate to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I further agree to hold Louisville Collegiate School harmless from any claims resulting from my child or ward's use of the LCS network or the Internet. I hereby give permission to issue an account for my child and agree to be responsible for and to pay all items charged to said account. I certify that the information on this form is correct.

\_\_\_\_\_  
Parent printed name

\_\_\_\_\_  
Parent signature

Date

«Nickname», to activate your school computer account, turn this signature page in to your advisor at the beginning of school