

GUIDING PRINCIPLE OF THIS AGREEMENT: Lakeside’s technological resources are dedicated to further the school’s mission and to serve the educational pursuits of its students. **Students using Lakeside’s technology services are expected to behave in accordance with the Community Expectations documented in the family handbook.** Students are expected to act in ways that show consideration and respect for other people and enhance an open atmosphere of trust, both offline and online.

TECHNOLOGY SERVICES

The use of Lakeside’s technology services – tech support, network access, email accounts, storage services, software subscriptions and all other school-owned computer resources – is a privilege, not a right. This privilege may be revoked at any time for abusive conduct, or failure to abide by the school’s expectations and/or responsible usage listed below.

GENERAL EXPECTATIONS

- Lakeside email accounts, software and services, and onsite network access are provided primarily for school-related work.
- Any user of Lakeside’s electronic communications resources is expected to respect the person and privacy of others.
- The configuration of school-issued computers (operating system, security settings and software applications) may not be altered.
- Using the Lakeside computer network to exchange or store pirated software, unlawful information, or other unauthorized copyright-protected material (i.e. music, multimedia) in any file format is strictly prohibited.
- Students are expected to maintain the integrity of their computing devices so as not to bring viruses, malware or spyware to school. Unprotected and infected devices are forbidden to connect to the school network and, when detected, will be disconnected from the network until resolved.
- The Lakeside network is a private, secured network. Lakeside reserves the right to monitor all network traffic.

ROUTINE USER RESPONSIBILITIES

- Check email and online coursework regularly, preferably once each school day. Respond to messages within 24 hours, if possible.
- Create strong passwords, keep them confidential, and change annually. The required password complexity standard for Lakeside devices and services is: **11 character minimum**, and **3 out of 4** of the following – lower case letter, upper case letter, number and symbol (e.g.@ # \$ % ^)
- Restart computing devices daily to allow for updates of operating systems and anti-virus, spyware and malware detection software and services.
- Search responsibly. Lakeside filters access to the Internet based on content. However, there is no guarantee that all inappropriate content will be blocked. Therefore, students accept the important responsibility to visit only sites on the internet that are in furtherance of academic assignments, projects, or goals while at school.
- Agree to avoid, download or share digital content that promotes pornography; that contains explicit sexual content; that advocates violence, racism, religious persecution, or any forms of discrimination; that provides access to illegal or unlicensed content or activities; or that is explicitly designed to circumvent Lakeside network filtering services (e.g. peer-to-peer and virtual private networks). **Some exceptions to this responsibility may be possible in the context of an academic assignment under the supervision of a faculty member.**

PERSONAL COMPUTER USERS

Students using a personal computer (not purchased through Lakeside) accept responsibility for maintaining its functionality and reliability including arranging for all repairs and loaners, as needed, and for maintaining a current anti-virus and malware protection service. Laptops or tablet PCs must meet the minimum specifications detailed in the laptop ordering information form provided by the business office.

In the course of their studies and research, students at Lakeside School use an array of web-based services. Many of these sites are separate entities and not operated by the school.

Some examples include:

Code Academy	Google Drive
Quizlet	WeVideo
OneNote	Scratch
PowerSchool	Code.org

In order to comply with the *Children's Online Privacy Protection Act (COPPA)*, Lakeside school-sanctioned websites must provide parental notification and obtain parental consent before collecting personal information from young people. You can find more information on COPPA here:

<http://www.business.ftc.gov/documents/0493-Complying-with-COPPA-Frequently-Asked-Questions>

While the most restrictive COPPA regulations apply to children 13 years old and younger, we are strongly interested in protecting the privacy of all of our students. Therefore, we're sharing this information with all grade levels.

Fortunately, the law permits schools such as Lakeside to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for you, as an individual parent/guardian, to log in to each of these school-sanctioned websites used by your child and give your consent, and to create accounts on behalf of your child.

We encourage you to keep this sheet for this information and for future reference.