

Shelton Acceptable Use Policy for Technology 2020-2021

The Shelton AUP has been created with the following goals in mind:

1. Ensure a secure, reliable computer system and network.
2. Protect Shelton from situations that may incur civil liability.
3. Encourage the responsible use of computer and network resources.
4. Preserve the privacy and security of individual users.

I. Purpose of Computer System and Network

- A. I will use the Shelton network, internet service, computers, and other technology provided by Shelton for educational purposes.

The term "educational purposes" includes classroom activities, career development, and limited high-quality self-discovery activities. Email accounts and internet access are established and supported for employees under a regular employment agreement with Shelton and with students as requested by their division. With few exceptions, accounts and access are not available for substitute teachers or tutors. Such exceptions will be granted on an individual basis at the discretion of the Executive Director and the Technology Department.

- B. I understand that the Shelton network, internet service, computers, and other technology have not been established as a public access service or a public forum.

I further understand that Shelton has the right to place reasonable restrictions on the material I access or post through the system. I will follow the rules set forth in Shelton School Policies and the laws of the federal, state, and local governments.

- C. I will not install software on any Shelton computer system or other technology without express authorization from the Executive Director and the Technology Department.

I understand that software installation is strictly prohibited by anyone other than the Technology Department staff. This ensures Shelton's compliance with software licensing laws and security and compatibility within Shelton's computer systems.

- D. I will not use the Shelton network, internet service, computers, or other technology to transmit, distribute, download, or store any material in violation of Shelton School Policies, or any applicable law or regulation.

This includes, without limitation, material (such as music, video, photography, artwork, text, etc.) protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, as well as material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

- E. I agree that if I violate the policies in this document, I am subject to disciplinary procedures contained in Shelton School Policies for staff members or students. In addition, Shelton may involve and will cooperate with law enforcement if a criminal violation is suspected.

- F. I understand that damages caused by inappropriate handling of any computer or any other technology device are my responsibility.

For non-warranty damages (whether intentional or accidental) the following consequences may be applied:

- Full cost of repair or replacement of the equipment.
- Appropriate disciplinary action.

- G. I will not use the Shelton network, internet service, computers, or other technology for commercial activities.

This includes, but is not limited to advertising or selling products or services through Shelton network resources without express authorization of the Executive Director.

II. Local Area Network, Cloud, and Managed Hosted Services

- A. I am responsible for all accounts provided by Shelton and will take all reasonable precautions to prevent others from accessing these accounts.
Under no conditions will I provide my password to another person. It is my responsibility to log out of my accounts whenever I am not in direct control of my computer or other device.
- B. I will not attempt to gain unauthorized access to Shelton network, internet service, computers, or other technology, or use these items to attempt to gain unauthorized access to any other computer system or network.
This includes attempting to log in through a personal (i.e. non-Shelton) account, attempting to log in through another person's account, or attempting to access another person's files.
- C. I will not make deliberate attempts to disrupt the Shelton network, internet service, computers and other technology, or to destroy data.
- D. I will immediately notify a member of the Technology Department if I have identified a possible security issue. If I deliberately attempt to breach security, that action will be construed as unauthorized access.
- E. I will limit the amount of data stored anywhere on the Shelton network, cloud storage, computers, and other technology to currently needed materials.
Various removable media are available for the purpose of transporting and storing data. You are responsible for providing this media. Storage will be especially limited for music and video due to the amount of space these types of data require.
- F. I will not connect any personal computing devices to the Shelton network, internet service, computers, and other technology without the express permission of the Technology Department.

III. Off-campus use of Shelton network, internet service, computers, and other technology

- A. I agree that I will be the sole user of the computer and other devices assigned to me. Shelton provides the computer and other devices for staff and student use only.
Friends and family members are prohibited from using the equipment.
- B. I agree that I am responsible for internet service at home.
Basic networking settings have been provided on all Shelton computers, which should work with most internet service providers. If further settings are required, the staff member or student's family is responsible for providing that information to the Technology Department.
- C. Internet content filtering technologies are used by Shelton for on and off campus internet access; however, it is important to note that no content filter is 100% effective.
The internet content filtering system used by Shelton makes the best effort to block inappropriate material. Because technology changes constantly and thousands of new websites go online daily, it is difficult (if not impossible) to consistently and effectively filter student activity. Reasonable protections are provided, but parents are advised to always be aware of their child's online activity while away from school.
- D. Content filtering technologies are used by Shelton for on and off campus YouTube access; however, it is important to note that no content filter is 100% effective.
The content filtering system used by Shelton makes the best effort to block inappropriate material found on YouTube. As new content is uploaded to YouTube daily, it is difficult (if not impossible) to consistently and effectively block inappropriate YouTube videos and/or YouTube channels. Reasonable protections are provided, but parents are advised to always be aware of their child's online activity while away from school.

IV. Ownership and Review of Electronic Materials

- A. I agree that all electronic materials stored on Shelton’s network, cloud, or managed hosted services, computers, and other devices are the sole property of Shelton.
This includes email, documents, and any other media that are accessed, created, or stored on Shelton computers or within the Shelton computer system.
- B. I agree that all electronic materials are subject to review at any time by the Shelton Administration or Technology Department.
This includes materials contained in the Shelton computer system or on personal electronic devices, including but not limited to laptops, tablets, cell phones or removable media, etc.
- C. I understand that routine maintenance and monitoring of the Shelton network, internet service, hosted services, computers, and other technology may lead to discovery that I am in violation of these policies or the law.
- D. I understand that an individual search will be conducted if there is reasonable suspicion that I have violated these policies or the law.
- E. I understand that parents/guardians have the right to view their student’s computer materials at any time.

V. Internet

- A. I will not use any technology device to gain access to any inappropriate materials.
This includes material that is profane, obscene, pornographic, or that advocates illegal acts, violence, or discrimination (hate literature). Also included are any materials prohibited by the Shelton School Policies. This applies to Shelton-owned technology devices whether on campus or off, and to personal devices while on campus or under school supervision (such as field trips, sports events, etc).
- B. I understand that Shelton does not have control over information found on the internet.
Shelton will make the best effort to block access to inappropriate material while the student is connected to the internet at school and while using school-owned devices off site. It is possible that inappropriate material may occasionally be accessed. Parents are advised to supervise the information that their student accesses from the internet (including email and chat) while away from the school.
- C. If I mistakenly access any inappropriate materials, it is my responsibility to immediately notify a member of the Technology Department.
This will protect me against a claim that I have intentionally violated this policy.
- D. As a student, I will not reveal any personal information or the information of any other person to “register” on any web site or for any other purpose.
This includes, but is not limited to name, address, phone number, school name, email address, etc. Exceptions include school-approved hosted services that will be used for academic purposes and under the supervision of a staff member.
- E. **Email, Communication, and Social Media**
 - 1. I will check my email regularly.
It is used to send important information and I am responsible for that information.
 - 2. I will not use another person’s email account.
 - 3. I understand that broadcast email to the entire staff or student body is prohibited unless approved through the Office of the Director of Public Relations, the Head of School, or the Executive Director.
 - 4. I understand that departmental broadcast email is exclusively for departmental business.

5. I will not post chain letters, send unnecessary messages, or messages that contain inappropriate language or topics.
This includes, but is not limited to abusive, obscene, profane, inflammatory, or threatening language, or messages that advocate illegal acts, violence, or discrimination. It is my responsibility to immediately notify a member of the Technology Department if I receive messages that contain any of these items.
6. I understand that my Shelton email account is property of Shelton and is not private. (See Ownership, Section IV.)
7. I understand that student email accounts are for communicating with staff members, and may be used to communicate with other students if instructed to do so by a staff member. Student email accounts are not for personal communication with anyone outside Shelton unless specific permission is given.
8. I understand that student access to private web-based email accounts, chat services, and social networking sites of any kind is prohibited.
This includes, but is not limited to sites such as Gmail, iCloud, Facebook, Twitter, Instagram, and Snapchat.
9. Shelton students and staff members shall not communicate, post or contribute any content to any social networking sites or other internet sites that reflect negatively on themselves, classmates, staff members, any other persons, or Shelton School. This policy includes communication on computers, phones, any electronic devices, etc.

VI. Hardware/Software Responsibilities

This includes desktop and laptop computers, school issued backpacks and cases, and any other hardware or software.

- A. I will treat all computer equipment with care and respect.
Computer equipment should be kept clean and free of marks at all times. Laptops and other portable equipment should never be left in a car, even if the car is locked. Heavy objects such as books, musical instruments, sports equipment, etc. should never be placed on top of any computer equipment.
- B. It is my responsibility to keep my computer safe and secure at all times.
- C. I will retain a complete inventory of items that belong with my computer at all times.
A list of hardware for laptops will be provided at checkout. There will be a check-in procedure at the end of the year. Any missing or damaged items will be billed to the user.
- D. I understand that if I am assigned a laptop or other portable device that it should be charged each night.
- E. It is my responsibility to report any technical issues to the Shelton tech support staff in a timely manner.
The Technology Department is unable to resolve problems if they have not been informed.
- F. I understand that requests for technical support must be reported through email to <tekhhelp@shelton.org>. If I am assigned a laptop, it must be delivered to the Tekhelp Office (Room 713) for repair. I will include an accurate and complete description of the problem.
The Technology Department is unable to resolve problems if they do not know what is wrong.
- G. I understand that only the authorized user should request or deliver a computer for technical support.
Staff members are responsible for requesting support or delivering their computer to Tekhelp and may not request support through a student or send their laptop to the Tekhelp Office with a student.
- H. I understand that I am NOT authorized to attempt hardware repairs or contract with any other individual or business for hardware repairs.

Hardware repairs may only be made by Shelton's Technology Department and authorized service providers. Non-authorized attempts may result in voiding the warranty on the product.

- I. **I understand that I am NOT authorized to install software or hardware on any Shelton system.**
Due to copyright laws and licensing agreements, only software licensed to the Shelton School may be installed on any school-owned technology. Violations can result in fines and/or litigation against the school. The Technology Department will assist in installing software licensed to an individual.
- J. **Additional policies and responsibilities related to the 1:1 Technology Program for 6th through 12th grade students are contained in the *Shelton MacBook Guidelines for Students*.**
6th through 12th Grade Students and their parents/guardians are required to review those guidelines and acknowledge the loan agreement every year as part of the enrollment/re-enrollment process. (5th Grade and below are not required to review that information.)

VII. Recording/Photography/Video

- A. **I will not record, photograph, or video students or staff members at school or at any school sponsored activity without prior permission.**
This applies to all devices including but not limited to school-owned computers and tablets, personal computers and tablets, cell phones, and any other device capable of audio recording, video recording, or photography.