

The Gunston School
Acceptable Use Policy and Contract

Purpose

Gunston School provides access to its computers and the Internet as educational resources. The purpose and uses for these particular resources are not different from any other type of resource, and as such, the school retains control over the manner in which these resources are used. The purpose of this contract is to assure that users recognize the limitations that the school imposes on their use of technological resources and to establish an Acceptable Use Policy for the users. In addition, this contract requires that anyone using these resources agrees to abide by local, state, national, and international regulations regarding these resources.

All Gunston School policies, particularly those pertaining to dishonesty and harassment, apply to all uses of computers and related technologies. Any user must adhere to the same code of ethics that governs all other aspects of behavior within the Gunston community. All users of information technology resources will be expected to communicate in a responsible, ethical, and polite manner.

It should also be understood that if Gunston School's Acceptable Use Policy is violated, the consequences will be similar to violations of other policies that can be found in the student handbook, which could include dismissal.

Contract

In signing this contract, I recognize that use of the computers and access to the Internet at Gunston School is a privilege that can be immediately and permanently revoked. I understand that the constraints listed below constitute guidelines, and it would not be in the spirit of the agreement to test the limits of these guidelines. I will, therefore, maintain a sincere and *bona fide* effort to stay well within their boundaries.

I agree to use the resources available through the Internet to **supplement curriculum materials** available to me through my classroom, the library, or through any other resource provided by the school.

I agree to not make use of materials or attempt **to locate material that would not be acceptable or appropriate** in a school setting.

I agree to use **only my own password** to access these resources. I will make every effort to keep my password secure, and I will **not knowingly allow anyone else to use my password**.

I agree not to **attempt to discover passwords** or other measures the school uses to control and monitor access to these resources. Should I inadvertently or otherwise do so, I agree to report this to a member of the faculty.

I agree not to **change or attempt to change the configuration of the software** that controls access to the Internet.

I agree not to **alter any settings in the computer** in a way that could cause offense or inconvenience in any way.

I agree to **respect all work done by others**, and I will not alter or abuse others' work in any way.

I agree to make **available for inspection** by any administrator or teacher any messages sent or received by me using Gunston's Internet connection.

I agree to the **rules of copyright**; I will copy or transfer copyrighted material only after such copying or transferring is properly authorized, and I will properly cite any work that is not my own.

I agree not to use this resource for any **illegal activity**. This includes but is not limited to:

- tampering with computer hardware or software,
- unauthorized entry into computers, or
- vandalism to or destruction of computer files.

I agree not to use this resource for any **commercial activity**.

I agree not to introduce or knowingly allow the **introduction of any computer virus** to any Gunston computer; if I do so, I will immediately notify a member of the faculty.

I agree not to **download or install** material except under the direct supervision of a member of the faculty.

I agree not to assume a **fictitious identity** in any activities associated with these resources.

I agree not to send **personal information** (such as pictures, addresses, or phone numbers) about myself or anyone else out onto the Internet, unless specifically approved by a member of the faculty.

I agree to use appropriate language in all communications. I will not use profanity, obscenities, or any vulgar, offensive, or inflammatory speech, nor will I use these resources for the purpose of harassment or humiliation.

I agree not to make **personal attacks** on anyone using these resources, and I will report any personal attacks made by others to a member of the faculty.

I agree to **respect the privacy of others**, and I will not re-post communications unless I obtain prior consent from the original author.

I understand that, should I fail to honor all the terms of this document, the school administration will be informed, and that they may take actions that they deem appropriate.

I have read the above document, I understand its terms, and I agree to abide by them to the best of my ability.

Signature _____ / _____
Date