



# Technology Acceptable Use Policy

## Scope and Purpose

All community members using electronic devices and technology on the Miller School of Albemarle property, over the School's systems, or at School-related events are required to follow technology expectations and policies.

The purpose of providing technology is to support the School's educational mission. The use of such resources should be limited to those activities that support the Miller School of Albemarle's educational and community goals.

## Privilege

The use of the Miller School of Albemarle's electronic systems and technology is a privilege and not a right. All technology by all community members should be used in a responsible, ethical, and legal manner. Inappropriate use or illegal use of such systems may result in the denial of access, confiscation of devices, and possible disciplinary action as determined by the Dean of Students or appropriate administrator.

## **Privacy Expectations**

The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports or inappropriate actions related to any technology used at school. All emails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Students should have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violated policy, law and/or compromises the safety and well-being of the school community.

## **Legal and Responsible Use**

### **Copyright and Licensing**

All community members, including students, must abide by all copyright laws and use proper citation for information, images, sounds, videos, and other data found online. Do not claim or imply that someone else's work, image, text, music, or video is your own. This is plagiarism and will not be tolerated.

### **Content Filtering**

The Miller School of Albemarle adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The School retains the right to monitor activities that utilize school owned technology as well as student-owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including, but not limited to, pornography, illegal content, or anything that violates copyright and licensing laws.

### **Personal Responsibility**

The Miller School of Albemarle expects our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the school to its students. Students bear the burden of responsibility to inquire with the IT Department or other

school administrators when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Ultimately, the student is responsible for appropriate technology use. This requires efficient, ethical, and legal utilization of technology and network systems. To the extent that a student brings any electronic device to the school, the student does so at their own risk. This School is not responsible for theft, damage, or loss of such devices.

## **Social Media Networking**

Students should not access social media and/or social networking sites during the academic day, unless directly related to an academic assignment.

Students posting on social media or social networks who engage in inappropriate behavior, including but not limited to, drinking, smoking, sexual activity, and bullying, will be subject to disciplinary review. This behavior is not appropriate, and students should be aware that electronically transmitting sexual images of themselves or others is an illegal activity and the School reserves the right to report this behavior to legal authorities.

## **Internet and Security**

### **Purpose**

The purpose of this policy is to provide guidelines for Internet Security to access the Miller School of Albemarle network.

### **Scope**

This policy applies to all Miller School of Albemarle employees, temporaries, students, and other workers including all personnel affiliated with third parties utilizing the Miller School of Albemarle's network. Students, faculty and staff and guests are not permitted to circumvent the internal network to access the internet on the Miller School of Albemarle network.

## **Policy**

1. Each user is responsible for the security and integrity of information stored on his/her computer or voice mail account. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. The Miller School of Albemarle, at its sole discretion, reserves the right to bypass such passwords and to access the system.
2. Removing or relocating School-owned technology resources requires prior authorization of the technology department.
3. Students and faculty who live in residential housing or student dorms are provided the opportunity to connect to the campus network. All use of technology systems in residential housing or student dorms must follow the rules in the Student and Employee Handbooks at all times.
4. Users may not use VPN software such as clients, proxies or other tools that attempt to circumvent or subvert the security provisions of any other computer/device on the school network or firewall or on the Internet. Without authorization from the technology department, no one may attach a server, switch, router, hotspots, wireless access points to the campus network.
5. For security and network stability reasons, personally-owned devices such as hubs, switches, routers, hotspot devices, wireless access points and servers or server services cannot be installed or used on the school's network or anywhere on campus, unless authorized by the director of technology.
6. Users are required to have updated virus protection software on their computers when connecting to the school network. In order to avoid damaging their computers and bringing destructive viruses into the school's system, users are cautioned not to open email attachments or download any files from unknown sources. Any computer found to be infected with viruses or malware to the extent that it may negatively affect other computers or general network performance will lose network services. Services will be restored once a member of the Technology department has verified that all viruses and malware have been removed and proper, updated antivirus software is installed.

## **Inappropriate Materials**

1. The school prohibits faculty, staff and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
2. Accessing the school's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior of the school is prohibited. The school will respond to complaint of harassing or discriminatory use of its technology resources in accordance with its Anti-Harassment and Anti-Discrimination Policy. These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative function.

## **Policy Enforcement and Sanctions**

Any policy violations by any member of the community are subject to disciplinary action enforced by the Miller School of Albemarle.

All members of the community are expected to assist in the enforcement of this policy. Any violation committed by a student should be reported to the Dean of Students. Any adult community member found in violation should be reported to the Head of School.

## **Termination of Accounts and Access**

Upon graduation or other termination of your official status as a student at the Miller School of Albemarle, you will no longer have access to the school network, files stored on the school network, or your school-provided email account. Prior to graduation, it is recommended to save all personal data stored located on school technology as well as create an alternative email account.