University School
Information Technology Acceptable Use Policy (AUP)
2009-2010 School Year

University School is pleased to provide its community with access to a robust information technology infrastructure that is intended to streamline communication and provide access to vast stores of information that exists on the Internet. University School believes that providing access to state-of-the-art information technology resources is an important part of the educational experience that it provides for its students. These resources are intended to enrich the ability of students, faculty and staff to access and share information and to provide a network platform that will facilitate improved communication among members of the University School community.

Access to these resources is a privilege, and with it, all users accept the responsibility of using these resources as they are intended to be used. It is the expectation of the School that all users will utilize these resources in a lawful, ethical, and respectful manner that is consistent with the School’s motto of Responsibility, Loyalty, and Consideration. While all users will enjoy the general expectation of reasonable privacy as set forth in the School’s Privacy Policy, if the School suspects a user of violating the terms or spirit of this Acceptable Use Policy, the School reserves the right to investigate private files and correspondence that may impact the operation or reputation of the school or its community constituents. The scope of this policy will extend to any use of the School’s computers and/or access of the School’s Network, whether on or off campus at any hour of the day. There exists an expanding body of laws that are intended to curb inappropriate use of the Internet and electronic communication, and, where appropriate, the School will cooperate with any law enforcement agency in the event suspected illegal or inappropriate activity exists.

In general, users should take the following guidelines into account when using the School’s resources:

Users agree to:

- Use all school resources for appropriate educational purposes.
- Use diligent care to maintain one’s own private information as it relates to Network access and be solely responsible for the use of his account.
- Treat others with respect and represent the School in a positive light.
- Represent himself as a member of the University School community only on websites approved by the School.
- Play computer games only with the approval and under the supervision of a teacher.
- Adhere to copyright laws and licensing agreements.
- Report to the Network Administrator any misuses of the School’s Network.

Users agree not to:

- Share personal passwords, use other users’ passwords, or impersonate other users on any of the School’s Networks.
- Share personal or identifying information about any individual without clear and explicit consent, especially when this involves disrespectful messages, pictures, or other information that compromises the privacy of the individual posted on the Network or any other internet site (i.e., Facebook, MySpace, etc.).
- Use inflammatory, derogatory, threatening, obscene, or pornographic language or images.
- Access, attempt to access, or assist others in accessing the School’s Network resources that are not intended to be used by students.
- Use home e-mail accounts, or instant messaging, or access an off-site computer while on campus.
- Alter, destroy, or obstruct the settings, configurations, or resources of the Network.
- Attempt to bypass any of the Network filtering tools either on Network or personal devices (iPods/iPhones, etc.)
- Connect any personal computer equipment or install or utilize software on the Network or workstations without express permission of the Network Administrator.
- Use the Network in a way that creates an issue requiring the time or attention of the School's technology support team. Examples include corrupting or destroying other users’ data, violating the privacy of others on-line, using the Network in a way that denies access to others, and the creation of spam, chain letters, or mass solicited mailings.
- Engage in activity that is illegal or for personal profit.

July 1, 2009
By my signature below, I agree to accept the terms of the University School Information Technology Acceptable Use Policy and understand that University School’s Administration has the right to exercise full discretion and make the final decisions as to appropriate use as well as the consequences of misuse under the provisions set forth in this Policy.

**Student:**

I understand and agree to follow all provisions of the University School Information Technology Acceptable Use Policy whenever I access and use the School’s Network, whether from school property or not. I understand that violations are serious and can lead to disciplinary action, including but not limited to revocation of access privileges and, when appropriate, suspension, probation, or expulsion from the School. Serious violations may be prosecuted as criminal offenses by government officials over whom the School has no control. These obligations are separate and independent of other school requirements and behavior standards for non-network activity on and off school property.

PRINT NAME:_____________________________________________________ GRADE: _______________

SIGNATURE:______________________________________________________ DATE: _________________

**Parent or Guardian:**

As parent or guardian of the above-named student, I acknowledge that I have read and understand the School’s Information Technology Acceptable Use Policy for the School’s Network, which includes Internet access and e-mail. I am also responsible (1) to ensure that my child understands the Policy and that we can inquire of the School Administration about any provision whose meaning is in doubt to me, and (2) to be responsible for supervising my child’s access and use of the Network when he is not on school property.

I authorize the School to collect personally identifiable information about my child and to use and disclose it in accordance with the School’s Privacy Policy to which I have access, even if my child is less than 13 years old. I understand that I can revoke this permission at any time by notifying the School in writing, which revocation may affect my child’s right to access and use the Network.

I hereby grant permission for my child to access and use the Network on the conditions stated in the Acceptable Use Policy terms stated above. I certify that the information supplied on this form is true and correct.

PRINT NAME:_____________________________________________________

SIGNATURE:______________________________________________________ DATE: _________________

Notes: The term “Network” shall include all of the School’s website, all software platforms, and access to any of the School’s Network support devices and equipment. The School’s website Terms of Use and Privacy Policy can be found on the “About US” tab of the website (www.us.edu).

It is suggested that you make a copy of this Policy for your own records. Please return the signed copy to Receptionist Janice Kalman before the start of school. No student may use the School’s computers unless his AUP is on file.

July 1, 2009