

## Computer Use Policy

*The Parker School offers Internet access to its students, faculty, and staff. Access to the school network and Internet service is a privilege, not a right. The intent of this policy is to ensure that users utilize this access in a manner consistent with the purpose of providing this Internet service.*

As a member of the Parker School community, I will:

- Respect the privacy, safety and confidentiality of myself and others by neither disclosing nor disseminating personal information on the Internet. This shall include email, chat rooms, and all forms of direct Internet communications. ***\*\*Home Learning update: Please interpret this to include screen shots and other forms of recording that might take place during Home Learning; Do not save, record, share, or post recordings without permission of the parties involved.***
- Respect computer and network equipment. I will not alter or access computer or network configurations without the knowledge and consent of the Network Administrator(s).
- Not download or install software, music or other programs from the Internet onto a school computer.
- Understand that software piracy is a federal offense, and that Parker's network may not be used for copying, downloading, distributing, or storing commercial software not licensed by the Parker School.
- Abide by copyright laws and not plagiarize the works of others.
- Understand that I am a representative of Parker on the Internet and so will display the decorum, control, and respect necessary to maintain credibility and respectability for both the school and myself.
- Understand that I will not use my account, school computers or the school network to bully or harass others.
- Understand that I am responsible for all activity on my account, even if I am not the one behind the keyboard; and for this reason I will keep my account secure and not share my password with anyone else. I will not knowingly use someone else's computer account.
- Understand that Parker is an educational community, and that as such our educational function is our paramount mission. Therefore, I will defer my recreational activities to times outside academic hours and to any fellow students or staff needing access for academic work or projects.
- Understand that my actions on the Internet can have far-reaching consequences. I will therefore make deliberate decisions not to engage in behavior that might adversely affect the safety, security, or well-being of myself or be perceived as harassment by others.

- Abstain from accessing inappropriate web sites or computer games that include pornography, obscene images or language or are considered harmful to minors as defined by the Children’s Internet Protection Act (aka CIPA).
- Ask questions regarding computer procedures when I do not know how to do something. Further, if I am unsure of what the consequences of a particular process might be, I will ask before acting.

It should be further understood that users of Parker computing and networking resources cannot assume absolute privacy. Users should expect that network connections will be monitored, and computer files may be inspected.

### Comments

CIPA requires that all computers in a school or library must install and use Internet filters to protect users against visual depictions that are harmful, as defined by the Act. Minors, defined as children under the age of 17, cannot for any reason, request that the filters be turned off.

The Parker School has installed filters to comply with this mandate. In addition, faculty members do monitor student use of the computers, and proactively guide students to make appropriate choices. The School, however, does not warrant the effectiveness of the Internet filter and cannot be held liable for damages.

*Violations of this policy include but are not limited to:*

- *Deliberate access to inappropriate material on the Internet and World Wide Web*
- *Unauthorized online access including “hacking” and other unlawful activities*
- *Unauthorized disclosure, use, and dissemination of personal information*
- *Persistent non-academic use of e-mail, chat rooms, and instant messengers*

The Parker School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, including suspension or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the school’s Internet service. In the event that there is a claim that a student has violated any of the guidelines in this policy he or she will be provided with written notice of the suspected violation and an opportunity to be heard. The Parker School will advise appropriate law enforcement agencies of illegal activities conducted through the school’s Internet service. The Parker School also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the school’s Internet service.