

The Independent School's Acceptable Use of Technology Guidelines

The Independent School is committed to providing all students with technology based learning opportunities that facilitate resource sharing, research, cooperative learning, and communications. The use of computers, networks, and any internet services shall be in support of education and research consistent with the school's mission and goals. Access to technology at The Independent School is a privilege which brings with it responsibilities.

The Independent School's Responsibilities: The Independent School will provide filtered access to the internet and make reasonable efforts to monitor student's access to the internet and communication resources, and will make reasonable efforts to protect students' privacy and information. The Independent School administrators, faculty or designated IT consultants may review student files, student communications or other technological content without notice of any kind.

Student Responsibilities: Students shall be responsible for displaying appropriate behavior and maintaining a productive learning environment when using The Independent School's computers, networks, and any online services. Copyright laws shall be respected for all internet usage. Files and communications on the network shall be considered public in nature; no one should expect files stored on The Independent School servers or the The Independent School internet service provider's servers to be private. Students who observe or identify a security issue should notify an administrator immediately.

Equipment Requirements: Students shall be responsible for ensuring that the devices they use meet the following criteria:

1. All devices must have a full sized keyboard that has an individual key for each letter of the alphabet.
2. All devices must have a viewable screen size no less than 10 inches.
3. All devices must have an up to date security package including antivirus that is set to automatically retrieve updated security definitions from the security software manufacturer.

Permission: Students shall not be allowed to access The Independent School's hardware, software, folders, files, networks, or use the Internet or electronic communications unless a current signed Student Access Contract is on file (document attached below). A new contract shall be signed at the beginning of each year. If a student is under the age of 18, a parent/guardian shall also sign the contract. These agreements shall be filed in the The Independent School's office. Permission is not transferable from one student to another and may not be shared. Any student identified as a security risk or having a history of problems with other computer systems may be denied access to The Independent School's technology.

Violations: Access to The Independent School's technology is a privilege and inappropriate use will result disciplinary measures. Violations of this policy may result in temporary or permanent loss of access to computers, the network, and internet access at the discretion of the Division Head or Dean of Students. Students may also be assessed for the cost of damages or repairs to any TIS hardware, software, network, or other technology resources or equipment. Illegal activities may be referred to law enforcement authorities for appropriate legal action.

Inappropriate Use: Inappropriate use of The Independent School's technology, including The Independent School's hardware, software, networks, or the internet include, but are not limited to the following:

- **General**

- Violating any local, state (K.S.A. 213755), or federal statutes
- Accessing, distributing, or saving another individual's materials, information, folders or files without permission
- Violating copyright laws, plagiarizing or otherwise using the intellectual property of another individual or organization without permission
- Failing to follow The Independent School's policy while using the The Independent School's technology or failing to follow any other policies or guidelines established by The Independent School's administrators or faculty

- **Hardware, Software, Network**

- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses
- Wasting storage or other technology resources intentionally or using The Independent School's hardware, software, storage space or network for non-school related activities
- Seeking to gain or gaining unauthorized access to information or to other computing devices or attempting to bypass The Independent School's security measures
- Altering, without permission, the setup of computers (e.g., desktops, icons, wallpapers, screensavers, installed software, hardware)
- Copying illegally, installing or using software that has not been approved by The Independent School's staff

Internet/ Email/ Social Media Usage: Online social activity refers to the use of web based and mobile technologies that enable The Independent School's internal and external community members to connect, collaborate, and/or form virtual communities. While social media and email can be used for social purposes, The Independent School

also teaches that these sites and technologies are used as tools to teach and to connect with not only our internal Independent School community but the world and the resources digital communication provides.

Technology and social media ethics not only pertain to students, but to teachers, parents, designated consultants and other members of the The Independent School community. The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students, staff and designated consultants if their speech, including online postings, disrupts school operations or constitutes a violation of federal or state laws or School Board policies. The Independent School's social media guidelines allow employees and designated consultants to participate in online social activities. However, when participating, it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by The Independent School's staff, students, designated consultants and community is a reflection of the entire school and is subject to the school's related applicable policies and guidelines. By utilizing The Independent School's email or social media, staff, students and parents agree to abide by The Independent School's guidelines.

Use of the school's email system, and accessing anything on the internet is a privilege. All student email accounts are the property of The Independent School. The user and his/her parent accept all responsibility to understand the policy.

- The primary purpose of the student email system is for the school and staff to be able to communicate, to receive outside resources and documents related to the school's curriculum, to provide access for student collaboration, to connect with prospective colleges, or other world resources that support students' education at The Independent School. Communication through the school's email system will exhibit common sense and civility. Students are responsible for messages sent from their accounts.
- Parents may request access to his/her student email account.
- Students leaving the school will be removed from the email system.
- The email system or The Independent School's social media sites may not be used to operate or assist a personal business. The account may not be sold or otherwise reassigned without written consent of designated IT consultants or the Director of Marketing and Communication. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to administration for action. Students should not forward chain letters, jokes, or graphics files.
- Electronic mail sent or received by the school's system is not confidential. The administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- Any statement of personal belief found on computers, networks, the internet, email, other online services, or any other telecommunication system is the author's individual point of view, and not that of The Independent School or The Independent School staff. No representations to the contrary shall be published without written approval from The Independent School's administration.
- System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school's operation.
- When issues arise, the Division Head or Division Dean will deal directly with the student, and/or parents/guardians.

The Independent School, at its discretion, may close email accounts at any time or ban access to technology, social media or internet without due cause. Violations include, but are not limited to:

Transmitting, accessing, uploading, downloading obscene, or distributing abusive, sexually explicit, or threatening language

- Invading the privacy of individuals or cyberbullying defined as: to use technology to harm, defame, humiliate or harass other people in a deliberate, repeated, and hostile manner
- Sharing personal passwords or attempting to hack other's passwords or accounts
- Giving out personal information online to unknown individuals such as full name, home address, phone number or Social Security number or arranging to meet anyone.
- Creating, sharing or forwarding TIS mailing lists for non-school purposes or with intent to cause harm to the school, students, faculty, staff, administration or other community members.
- Downloading any medium from the internet for any use other than school-related activities that has not been approved by The Independent School's staff
- The use of any social networking site to post or distribute photos, videos, or documents representing The Independent School in contradiction of the student code of conduct
- Using a The Independent School supplied email account or chat room access for non-school related activities

Disclaimer: The Independent School makes no warranties of any kind, whether expressed or implied, for the technology access provided. The Independent School shall not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the internet shall be at the user's risk. The Independent School denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.