



## 2009-2010 Acceptable Use of Computers and Networks Lower School Rooms 4 – 5 and Upper School

To provide you with a broad range of educational opportunities, the Mirman School is pleased to offer computer systems and access to the Internet. Because uninformed or thoughtless actions by some users could threaten personal safety or prevent others from completing their work, we have adopted a set of policies for the responsible use of these resources. We ask that you and your parents review them together and sign the enclosed pages.

When you and your classmates follow these policies, you will be able to work and explore with a minimum of interruptions.

**Acceptable activities:** We encourage you to use these facilities for your classwork and for personal exploration. You may not use them for commercial or financial gain, for hacking or cracking, for anything illegal, or for other purposes that are inappropriate in a school setting.

**Consistent environment:** When using a classroom or lab computer, please leave it exactly the same way you found it. If you change the settings or preferences, change them back when you are done, so the next user can find things as expected. Don't try to defeat security measures or modify the parameters of the system; they exist to protect the environment for everyone.

**Respect for others and their work:** Always be respectful of others. Do not send annoying, impolite or anonymous electronic mail or leave unpleasant messages for others to find. Don't access, view, alter, or trash other users' files or documents without their permission. Don't try to guess other users' passwords; don't browse in their private files, even if they inadvertently leave them unprotected. Don't use another person's account, and don't give your password to anyone else.

**Privacy and safety:** If you post information on the World-Wide Web or exchange electronic messages with people outside of school whom you have not met in person, do not give any personal details about yourself, your family, your teachers, or your classmates (such as photos, home addresses or phone numbers). Your parents should come with you to any in-person meeting with someone you know only on-line. If you receive any communication or view any material that makes you feel uncomfortable, tell a teacher at once.

**Plagiarism:** Most of your academic work will be the product of your own mind. When you copy a portion of your work from another source, you must cite that source. Submitting someone else's work without identifying it as theirs is plagiarism, which is academically dishonest.

**Piracy:** Some materials are protected by copyright law, so that you can't make copies even if you do cite the source. If you are unsure about whether something is protected, check with a teacher. Most of the software used on the school computers is *not free* for you to copy and use away from campus.

**Positive representation:** Everything you send by electronic mail or publish on the World-Wide Web should reflect positively on you, your family and The Mirman School.

**Electronic Communications:** Access to the Mirman School email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Users are expected to maintain the same level of ethical and professional manner as is required in face-to-face or written communications.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a teacher or a system administrator. Do not demonstrate the problem to other users.



In short, we expect you to act cooperatively, considerately, safely, and respectfully. If you have any question about appropriate activities, please ask a teacher. Students who do not use these resources appropriately may lose the privilege of using them. If you should see a classmate doing something contrary to this policy, try to suggest that he or she do something different; by encouraging each other, we all get the most out of these resources.

**2009-2010 Acceptable Use Policy Acknowledgement (Students)  
Lower School Rooms 4 – 5 and Upper School**

I have read the policy on acceptable use of computers and networks. I understand how I am expected to behave, and I agree to behave according to the policy.

I understand that The Mirman School supports the privacy of electronic communications, but I also understand that it cannot guarantee the privacy of electronic mail or files I keep on the school's computers.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Class

\_\_\_\_\_  
Date

**Acceptable Use Policy Acknowledgement (Parents)**

I have read the policy on acceptable use of computers and networks. I understand how my child is expected to behave.

I am aware that some students—often those with substantial experience with computers— may attempt to demonstrate their prowess and impress their classmates by engaging in inappropriate and/or destructive behavior, such as guessing other students' passwords and browsing in their private files (or altering their documents), sending unkind or annoying messages to others, changing the software or hardware configuration on school machines so that other students cannot complete their work, or attempting to defeat security or other data protection measures. Actions of this sort are a serious violation of school policy and will be treated seriously as described in the Parent/Student Handbook.

I understand that the Internet is a global network linking schools, universities, libraries, museums, research labs, commercial entities, and other groups and individuals, providing great potential for educational benefit. I also understand that the Internet is unregulated, and that neither The Mirman School nor any other entity can eliminate the potential for abuse, such as the existence of or access to material that is illegal, defamatory, inaccurate, or offensive to some people. I acknowledge that as a parent or guardian, I have the primary responsibility for setting and conveying the standards that my child should follow when using media and information sources.

I agree to accept full responsibility and to hold the Mirman School, its employees and its volunteers harmless for any legal, financial or other liability arising from my child's use of computer systems or networks.



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Parent's name (please print)

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Parent's signature

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Date