



FORM 5 – COMPUTER USER AGREEMENT 2010-2011 School Year

ACCEPTABLE USE POLICIES FOR STUDENTS

Students using Lakeside's network and computer facilities are expected to behave in accordance with the Community Expectations as stated below and in the Family Handbook.

Each member of the Lakeside community is expected to act in ways that show consideration and respect for other people and that enhance an open atmosphere of trust. We deliberately keep rules to a minimum, expecting that action will spring from general principles of consideration and integrity. Learning, we believe, requires a willingness to be open and to contribute to an atmosphere of comfort and encouragement for all community members. Therefore, an atmosphere of support and trust is essential. Such an atmosphere must be created and recreated through individual acts each day. Just as even small acts of academic dishonesty or personal discourtesy erode the conditions that promote learning, so every action that affirms consideration and integrity builds the kind of community we seek.

GUIDING PRINCIPLE

Lakeside's technological resources are dedicated to further the school's mission and to serve the educational pursuits of the school community — its students, faculty, and staff. The development of ethical spirits and a personal responsibility for learning are expectations that also govern technology.

NETWORK AND COMPUTER SERVICES

The use of Lakeside's network services including internet access, e-mail accounts, server accounts, and all other school-owned computer resources is a privilege, not a right. *The privilege of using Lakeside's network services and computer facilities may be revoked at any time for abusive conduct or failure to abide by the school's guidelines and policies, as well as the User Responsibilities listed below.* In addition, school directors may deem behavior, not specifically defined below, but contrary to the spirit of the guidelines, to be abusive and may result in the loss of technology privileges provided by the school.

GENERAL EXPECTATIONS

Below are specific expectations which will help to insure the integrity of the community and the personal health and safety of each individual:

- Lakeside provides e-mail accounts for all students, faculty, and staff. The school's intent is that this tool will be used primarily to support academic work. Keep in mind that the school considers email a public communications tool. The school reserves the right to examine any email message at any time without prior notification.
- Any user of Lakeside's network resources should keep in mind that he or she is, in a very real sense, a representative of Lakeside School. In this spirit, and in keeping with Lakeside's statement of community expectations, users are expected to be courteous, respectful, and discreet in all electronic communications.
- Whether using lab computers or a laptop on the Lakeside campus, students must always be respectful of the work going on around them or in nearby classrooms, and contribute toward a quiet atmosphere that supports class work and individual study.
- The configuration of the operating system and software applications on school-owned computers may not be altered.
- Lakeside's electronic resources exist to support educational pursuits. Activities such as peer-to-peer networking are prohibited. The Upper School and Middle School have different policies related to using computers for non-academic purposes. Students are expected to follow the policies at the campus they attend.
- Using the Lakeside computer network or e-mail server to exchange or store pirated software, unlawful information, or other protected material (i.e. music, multimedia) in any file format is prohibited. Such actions may result in loss of network privileges.

INTERNET ACCESS

Lakeside now filters access to the internet based on content. However, there is no guarantee that all inappropriate content will be blocked. Therefore all members of the community – adult and student – accept the important responsibility to visit only sites on the internet that are in furtherance of academic assignments, projects, or goals. In no case may school computer facilities be used to access Websites that are in violation of our community values and expectations, including sites which promote pornography; contain explicit sexual content; advocate violence, racism, religious persecution, or any forms of discrimination except in the context of an academic assignment. Neither may students access sites containing illegal or unlicensed software. Websites that are suspected of containing programming designed to damage the visitor's computer, or infect it or the Lakeside network with a computer virus, may be blocked. Lakeside reserves the right to monitor network traffic.

Abusive conduct includes, but is not limited to:

- Misusing and/or damaging school computer equipment (possible charge for damage)
- Failure to return loaner equipment (this will result in a charge for replacement)
- Plagiarism
- Using objectionable language or images in electronic documents and communication
- Sharing iTunes libraries with names other than the student sharing the library
- Logging on to or using someone else’s network and/or e-mail account
- Using offensive screensavers or wallpaper
- Tampering with another person’s laptop
- Using someone else’s e-mail account without permission
- Sending of junk/spam mail

ELECTRONIC RESOURCES

Please be aware that there are practical limits to the capacity of all the school’s electronic resources including e-mail, web pages, server folders, etc. The school reserves the right to limit network resources or require a user to remove excess messages or files, even if they are school-related. Tools (i.e. CD burner) are widely available to store and archive material in excess of the storage limits. Items unrelated to one’s academic work may not be stored on school servers and will be removed.

OTHER USER RESPONSIBILITIES

- Delete unneeded e-mail messages and empty your deleted items folder on a regular basis.
- When sharing iTunes music libraries, use last name, first initial as share name, and use password protection.
- Check e-mail regularly – if possible, at least once each day.
- Do not send or reply to abusive, offensive, or objectionable e-mail. Forward such messages to Michael Asbridge, Network Manager.
- Keep your password(s) confidential.
- Users access the Lakeside network and its internet connection in support of education and research. (Do not access any websites, newsgroups, links, listservs, or other areas of the internet which has content offensive to any students, teachers, or parents because of racial, ethnic, minority or gender disparagement; the advocating of violence; or having illicit/illegal/pornographic content.)
- Students are individually responsible for monitoring online material, and rejecting all forms of content that may be deemed inappropriate or unacceptable.
- Do not reveal any personal information about yourself or anyone else including name, address, phone number, or photos.
- Do disconnect or uninstall any peer-to-peer file-sharing clients while on campus.
- All copyrighted material – including text, graphics, and multimedia – downloaded from internet resources must be fully and properly credited to the author and/or source.
 - If you are unsure of the proper way to include these citations in your research, please ask your teacher or the librarians. Lakeside’s libraries have online tools to help in “Citing Sources.”
 - It is unethical and not acceptable to use other people’s work without proper credit. In cases where material cannot be used without the express permission from the author or internet site, Lakeside expects students and adults to take the responsibility to properly cite sources and to take the time to properly arrange for the use of copyrighted material.
 - Material obtained without permission of copyright owner or otherwise outside of copyright cannot be downloaded to school machines or servers and will be deleted.

The signatures below indicate that I and my parent(s) have read, understand, and agree to respect and abide by Lakeside’s Acceptable Use provisions and responsibilities outlined above. Violations will be reviewed on a case-by-case basis by the Assistant Directors at each division. Abuse of the school’s network may result in the loss of network privileges and access to Lakeside’s technology resources.

Student Name _____ Grade (in Sept.) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____