

Pingree 2013 - 2014 Acceptable Use Policy

Anyone who uses or accesses Pingree's technology resources agrees to abide by all of the provisions in this Acceptable Use Policy. Pingree's Acceptable Use Policy is guided by the L.A.R.K. Principles established by the Peck School.

- **Legal** - Illegally copied or downloaded software, music, or games may not be used on any device on the Pingree campus. Ignorance of the law is not immunity.
- **Appropriate** - Only appropriate words and images are used and viewed.
- **Responsible** - Diligent care is taken with all hardware and software so as to prevent damage or misuse, whether intentional or not.
- **Kind** - Technology use does not in any way tread on the rights or feelings of others. Students model the values found in Pingree's mission statement in all use of technology.

Pingree's technology resources are the property of the School and Pingree has the right to access, monitor, read, intercept, copy or delete any communications or data without notice. If it is determined as necessary, Pingree may disclose this information to third parties.

Conduct that violates the following guidelines is subject to school disciplinary action. **This conduct includes, but is not limited to the following:**

1. Violating Access and Privacy Rights

As a computer user, you have access to the Pingree network and Pingree Community wireless. Misuse of these includes, but is not limited to:

- **Using an account or accessing/editing/deleting data files which you are not authorized to access.**
- **Sharing your passwords with other individuals**
- **Digital communications that constitutes any of the mentioned forms of harassment in our Non-Discrimination Policy.**
- Placing unlawful information on a system.
- Using the School's computing facilities in the commission of a crime or for personal gain.
- Disrupting or unauthorized monitoring of electronic communications.
- Sending or posting messages that could be an embarrassment or be harmful to Pingree by virtue of the sender's address or other means of identification.
- Recording (video or audio) of an individual without their consent.

2. Modifying Technology Resources

- Users may not modify computer settings beyond adjusting personal preferences.
- Users may not install software, even if it is legally permissible to do so, (e.g. open source software and other "freeware") unless authorized by the technology department.
- Users may not uninstall software that is currently on a system.
- Users must not damage, disrupt, impede or modify the operation of technology resources equipment; data, voice and video. Students, faculty and staff are responsible for the care and condition of school owned devices and may be held financially responsible for the repair/replacement of that equipment. Any deliberate damage will be the responsibility of the individual.

3. Student Owned Devices

- Student owned electronic devices are allowed at Pingree School and can connect to the **Pingree Community** wireless. **At this time personally owned computers are NOT to be attached to the Pingree network, either wired or wireless.** Pingree School can not be held responsible for the theft or damage done to a personally owned computer. **The Acceptable Use Policy applies to student owned computers on campus as well.**
- **These Devices may not be used during class time, school meetings or school performances unless specifically instructed by your teacher. The Acceptable Use Policy applies to student owned devices on campus as well.**

4. Proper Use of Social Networking and Sharing Sites.

Pingree realizes that social networking sites are becoming an important means of communications. However, we do block many social networking sites from our network in order to keep academic work the focus. Behavioral expectations of students are the same whether using technology or in person.

Nothing from another private social networking site, including photos, video or quotes from individuals may be re-purposed without permission of the owner.

Members of the Pingree community with questions concerning our Acceptable Use Policy should speak with a member of the Technology Team.