

Pingree Acceptable Use Policy

Pingree's email, computers, software, wireless and wired network, and voice mail are the property of the School. Pingree has the right to access, monitor, read, intercept, copy or delete any communications or files stored on computers without notice. If it is determined as necessary, Pingree may disclose this information to third parties.

While no Acceptable Use Policy can cover every instance of inappropriate use, this policy is intended to protect and ensure the ethical and equitable use of Pingree's technology resources. Let the Golden Rule guide your behavior, treat public spaces and the work of others as you would hope they would treat yours.

Access to Pingree technology resources is limited to those members of the community who receive this Acceptable Use Policy. All who receive this Policy hereby agree to abide by all of its provisions. This Acceptable Use Policy supersedes all prior policies or provisions of this nature.

School technology resources are expected to be used in accordance with Pingree's mission and the rules and policies on the use of School facilities spelled out in this Acceptable Use Policy. This includes the use of Pingree email from home. Conduct that violates the following guidelines is subject to School disciplinary action, including but not limited to revoking access privileges. This conduct includes, but is not limited to the following:

1. **Violating copyright laws.** Software is not to be copied except as specifically authorized by a member of the Technology Department. Software is protected by US Copyright laws, and all copying of software and data must be consistent with appropriate copyright and privacy laws. Intellectual property found on the internet must be referenced as well; including but not limited to text, pictures, video and sound resources. Every reasonable attempt must be made to document the origin of all information used from on-line sources.
2. **Violating Access Rights.** As a computer user, you have access to the Pingree network and guest wireless. Misuse of these includes, but is not limited to:
 - Placing unlawful information on a system.
 - Using abusive or objectionable language in either public or private messages.
 - Using an account or accessing/editing/deleting data files which you are not authorized to access.
 - Abuse or harassment through electronic means.
 - 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.

- The use of a computer or other forms of electronic or communicative devices to direct communications toward another individual(s) that constitutes any of the mentioned forms of harassment in our Non-Discrimination Policy.
- Using file sharing software or other inappropriate uses that cause unnecessary congestion of the network or otherwise interfere with others' work.
- Accessing on the Internet material Pingree finds inappropriate and objectionable. In cases when such access is necessary for course-related activities, students must get permission from a supervising faculty member. A good rule of thumb is if a user has some question about the acceptability of a material, they should get permission first.

3. 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."
- 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.

4. Computer Vandalism. Deliberate sabotage or vandalism could make technical equipment unavailable to the community and therefore affects everyone. If you have deliberately vandalized equipment you can be held financially responsible for the repair/replacement of that equipment.

5. Student Owned Computers. Student owned computers are allowed at Pingree School and can connect to the **Guest** wireless available in the Commons. **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.

6. Cell Phone/Smart Phone/MP3 Player Use. These items should not be used during class time, school meetings or school performances for phone calls, texting, browsing, game playing, listening to music or any other activity unless specifically instructed by your teacher.

7. Proper Use of Social Networking Sites. Pingree realizes that social networking sites are becoming an important means of communications. We do block many social networking sites from our network in order to keep academic work the focus. However we would like to address the idea of privacy on the internet.

Pingree cautions its students to limit access to any personal account on a social networking site by making the site private. That is, it is recommended that students allow only known "friends" access to personal information.

To protect personal safety, it is strongly suggested that all Internet users not give out personal information to others on Internet sites (blogs, wikis, social networking sites, bulletin boards, chat rooms, etc). Any posting of information is a matter of public record and may be accessible, via caching and archiving, for years to come even after deleting it. Also, note that any posting of an alleged fact about someone that proves to be false may expose the poster to liability under either defamation or libel law. Finally, users should be aware that content, pictures and information posted on social networking sites are subject to school rules as stated above. Users may be held accountable for inappropriate use of and content on these sites.

If a faculty or staff member is concerned that a violation of this policy is taking place they may ask to see what you are doing at a computer. In that case, please show him/her your work and do not log off or turn off the computer.

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