



STUDENT ACCEPTABLE USE POLICY

Most of the time, how we use technology is simply an extension of how we wish to be treated and how we wish to treat each other in our community. Overall, students should treat the school, the people, and our network with respect. The Williston Northampton community holds the values of honesty and respect for others in high regard, and these values extend not only to our day-to-day, face-to-face interactions with other community members, but also to how we behave when we interact with others online, through the use of social media or electronic devices. The purpose of this Acceptable Use Policy (AUP) is to outline the expectations of our community members when it comes to the use of computers and other electronic devices, the school's computer network, and access to the Internet, that may occur both on campus and outside of Williston's physical network.

Access to Williston Northampton's network and related technical support and services is provided to students primarily for educational purposes, though the school understands that limited use of the school's technology resources for recreational activity may be appropriate. Students using these services, by virtue of using the services, agree to abide by the guidelines outlined in this AUP, in addition to any applicable policies and procedures outlined in the Student Handbook ("Handbook"). In general, the proper use of Williston's network and related technical support and services supports the goals of our academic community, protects our community members, and helps to ensure that the school and its students comply with all federal, state and local laws.

While Williston Northampton respects the privacy of our community members, it is important to understand that network and technical support and services used by the community fall under the school's purview and are the property of the school. As a result, the school reserves the right to access or monitor all network activity and content (including email). The school also reserves the right to confiscate both school-issued and personal devices or otherwise restrict or revoke a student's technology privileges if there is reasonable suspicion (as determined by the school in its sole discretion) that the device has been used to violate this AUP. Students who violate the provisions of this AUP may be subject to discipline through the Dean's office.

Students and their parents/guardians are required to sign and return the Acceptable Use Agreement (AUA) to the school at the beginning of the school year, acknowledging that they have read and understood the school's AUP. The AUA is attached as Exhibit A to this AUP.

This AUP describes behavioral expectations of students with regard to the use of technology, and is grounded in the tenets of respect for privacy, ownership and copyright; respect for resources and for others; and respect for self and community, as further described below.

RESPECT FOR PRIVACY, OWNERSHIP AND COPYRIGHT

- The school's network resources, including all telephone and data lines, are the property of the school. The school reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the school's network, and it may be required by law to allow third parties to do so. Electronic data, for example, may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance and monitoring, or misdelivery.
- Students must recognize that there is no guarantee of privacy associated with their use of school technology resources. Students should not expect that email, voice mail or other information created or maintained in the system (even those marked "personal" or "confidential") are private, confidential or secure. By accessing the school's system, each student has consented to the school's right to view and/or monitor the school's network and all of its associated accounts.
- The school reserves the right to monitor and track all behavior and interaction that takes place online or through the use of technology on the school's premises or at school events.
- Each student is responsible for all activity on his or her account. Only the authorized owner of the account may use individual accounts or passwords, except where explicitly authorized by a member of the technology team. Students may not share their passwords with anyone. Evidence of security violations should be reported immediately to support@williston.com.
- Communication devices (e.g., cell phones, mp3 players, iPods, iPads, laptops, tablets) should be turned off and kept in student backpacks. Students may use such personal devices only after having obtained permission from his or her teacher in academic buildings.
- All students will be held accountable for unattended accounts and for use of their computer or communication device if such equipment is left unattended and/or used by another individual.
- Users must follow all copyright, trademark, patent and other laws governing intellectual property. Piracy and plagiarism are strictly forbidden. Students must strictly adhere to all software licenses.



RESPECT FOR RESOURCES AND FOR OTHERS

- Students may not modify the configuration or content of software installed on any school computers. Users may not remove network cables, keyboards or any other components.
- Students may not access, or try to access, network resources not intended for them.
- Installation of wireless networking equipment on campus is prohibited without permission from the Technology Department.
- Students should store personal files only on their own storage account. Any information that a student leaves on the internal hard disk (including the desktop or any other part of their user account) of a school-owned computer may be deleted at any time, without warning.
- Network-based games and chat sessions may be disallowed at the discretion of the school.
- Use of the school's computers for commercial purposes, advertising, or accessing inappropriate sites is prohibited.
- Use of the school's computers may not interfere with or disrupt the use of others or of connecting networks.

RESPECT FOR SELF AND COMMUNITY

- Students should not transmit personal contact or other identifying information (phone number, address, photos, etc.) about themselves or others to persons or parties whose identity cannot be verified, and should not transmit personal information without the permission of a parent, teacher, or school official.
- The use of public computers and other school-controlled hardware, such as phone lines, or the use of personal computer and communication devices for the transmission or receipt of racist, pornographic or other inappropriate material is prohibited.
- Students are prohibited from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
- Students may not access the school's network or equipment or use their personal computer and communication devices to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior at the school.
- Students may not alter electronic communications to hide their identity or impersonate another person.
- "Cyber-bullying" is prohibited by Massachusetts law. Students may not harass others by using electronic communications. Once a report of cyber-bullying has been made to the school, the school may notify the parent or guardian of the complainant, the alleged aggressor, the Head of school of any other school with students involved in the alleged incident, and local law enforcement. Students must comply with the school's Bullying Prevention and Intervention Plan as stated on the school's website and referenced in the Handbook.
- Users must follow the guidelines posted by the moderators of newsgroups and other services.
- Students may not be "friends" with, or otherwise directly connected to, any school employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a school employee via non-school channels for non-educational purposes, the student should immediately notify his or her advisor, who will in turn notify the Dean of Students.
- Students may not record sound or images of teachers or others without their permission.
- Students may not post material that reflects poorly on Williston Northampton.

STUDENTS ARE FURTHER FORBIDDEN FROM THE FOLLOWING PRACTICES

- Using POP and SMTP for email;
- Using peer-to-peer file-sharing software;
- Using personal wireless access points or routers;



- Sharing system passwords;
- Renaming computers;
- Assigning static IP addresses;
- Engaging in identity theft;
- Using any software product that can be deemed a “hacking” utility; and/or
- Attempting to circumvent this AUP.

COMPUTER LABS

There are computer labs in the library and the Reed Campus Center for students, faculty and staff members to use during the academic year. All labs are equipped with access to email and the Internet. It is expected that the students adhere to the following guidelines while using the computer labs. Any violation of these guidelines will be a violation of the school’s AUP:

- Students must save their work to their online storage, a flash drive or CD.
- The volume level on all computers may not be disturbing to other people in the lab. Students wishing to listen to music must bring their own headphones to the lab. If the volume on the computer is disturbing, the student responsible may be asked to leave the computer lab.
- Computers designated for “academic purposes” may not be used for recreational use; academic work always takes precedence over recreational use on any computer.

Students failing to comply with the above guidelines will be asked to leave the lab by a faculty member or student proctor.

EMAIL

- Faculty, staff, administrators, and students can be reached via their Williston email address: first initial followed by the last name and @williston.com (e.g. jsmith@williston.com).
- Seniors will continue to have access to email until the first day of July following their graduation, at which point their accounts will be disabled and no longer accessible.

CELL PHONES AND ELECTRONIC DEVICES

Use of cell phones or other electronic devices used for verbal phone conversation is not permitted at any time in any of the academic buildings or in the Birch Dining Commons, the Phillips Stevens Chapel, or the Clapp Library. Use of such mobile devices to retrieve or send information is allowed in the Birch Dining Commons and, with faculty permission, in classrooms. These items may be used in the Reed Center on the lower levels, and in dormitories (except when specifically prohibited) at any time. In addition, students are prohibited from using cell phones for video or voice recording without the express permission of the faculty member supervising the class, activity or other school-sponsored event.

REPORTING VIOLATIONS

Students are expected to assist in the enforcement of this policy. If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another school community member’s use of technology, the student should immediately report his or her, suspicions, feelings and observations to the Dean of Students or to a faculty member.



APPENDIX A

STUDENT AND PARENT ACCEPTABLE USE AGREEMENT

I understand that, as a member of the Williston Northampton school (the “school”) community, I must hold the values of honesty and respect for others in high regard, and these values extend not only to my day-to-day, face-to-face interactions with other community members, but also to how I behave when I interact with others online, through the use of social media or electronic devices. Overall, I will treat the school, the people, and the school’s network with respect. The purpose of this Acceptable Use Agreement (the “AUA”) is to outline the expectations of the school’s community members when it comes to the use of computers and other electronic devices, the school’s computer network, and access to the Internet, that may occur both on campus and outside of Williston’s physical network.

The school’s network is a valuable resource with many functions. As a student of the school, I have the privilege to access and use many of these resources. At times, I may be the only person supervising my network activities. Thus, my privilege comes with a serious responsibility to protect the network’s integrity and to safeguard the well-being of other users. In all use, my words and actions are governed by the school’s Acceptable Use Policy (the “AUP”) and any applicable rules as set forth in the Student Handbook (the “Handbook”).

This AUA describes behavioral expectations of a school network user with regard to the use of technology, and is grounded in the tenets of respect for privacy, ownership and copyright; respect for resources and for others; and respect for self and community. My signature acknowledges that I have read and understand the school’s AUP and the Handbook. If at any point, my words or actions are in conflict with any part of this AUA, I understand that the school may restrict or revoke my technology privileges, along with possibly imposing disciplinary consequences, up to and including expulsion.

I. PRIVILEGES AND RESPONSIBILITIES

- I understand that I may not portray myself, the school, or anyone associated with the school in a manner that is in conflict with the school’s policies and practices with respect to honesty, integrity, and general standards for student behavior.
- I will adhere to the school’s Bullying Prevention and Intervention Plan as stated on the school’s website and referenced in the Handbook. I understand that bullying, harassment, and discrimination of any kind are in conflict with the school’s principles.
- I will not give out or put online personal information that compromises my own well-being, the well-being of others, or the security of the school community. I will exercise the utmost care if discussing the school or anyone associated with it in any manner in a public electronic forum.
- I will use the school technology resources and the internet only with permission from and guided by my teacher or parent.
- I will know and comply with all rules regarding acceptable technology usage as enumerated in any policies or documents issued by the school, including the AUP and the Handbook.
- I will report observations of any violations of the AUP and the Handbook to my teacher or another employee of the school.
- I understand that my computer and other electronic activities can and may be monitored by my teachers and others at the school. I acknowledge that I have no expectation of privacy when using the school’s network, computers or other electronic devices at or owned by the school. I will not attempt to hide my online or computer activities. I will treat with respect any person who is responsible for supervising my use of the school’s network, computers or other electronic devices.

The school’s network allows me to use Internet resources. The Internet is an information repository that allows me to conduct research for academic projects. While the school works to ensure that Internet resources are developmentally appropriate for its students, as a school network user I share in this responsibility.

- I understand that I shall not access inappropriate websites, content, or materials using the school’s network. I will notify my teacher of any information found online that is inappropriate or makes me, or another person, feel nervous or uncomfortable (e.g., inappropriate, scary or embarrassing photos, slander, or abusive comments).
- I will not download or copy commercial software in violation of copyright laws.
- I will not send or receive copyrighted material without the permission of the copyright holder. I will honor property rights and give proper credit for intellectual property (e.g., I will not commit piracy, plagiarism, etc.). I will check with a technology staff member if I am uncertain about the copyright status of online material.



- I will not attempt to gain unauthorized access to network resources or disrupt the network, including by unplugging or tampering with computers, printers, or other hardware resources.
- I will not knowingly damage school technology resources, impairs network services, or attempts to bypass network restrictions, filters or security (e.g., hacking, using someone's password, accessing blocked websites, etc.).
- I will respect all community computer resources as the property of the school and utilize these resources for educational purposes and only for such personal uses as the school explicitly allows.
- The school allows me to have a user account. My user account allows me to share files and have access to many functions of the school's network. I understand that I am solely responsible for my account and that I must abide by the following rules.
- I will not reveal my password to others, with the exception of my parents/guardians and teachers.
- I will log off when I complete my work or when I leave a computer.
- I will not access or use the accounts or files of others.
- I will respect the privacy of others and honor their confidentiality (e.g., I will not use another person's account, share photos or videos of other people without permission, reveal personal information to others, etc.).
- I will never use inappropriate language or images in any message or document. I will never send any message or document that does not respect the rights and feelings of others, including any school student, teacher or administrator.
- I will not participate in illegal file-sharing programs.
- I understand that no software (even public domain and shareware) may be installed or used on the school's network or computer without the permission of a technology staff member.
- I may not use the school's network for financial gain or any commercial activity.
- I understand that the school may review my account, including any emails or other files I send or receive, at any time.
- I understand that all files stored on the computers in the computer lab are periodically erased.

If I am permitted by the school and my parents/guardians to use email, I understand that I am responsible for what I have written, and I must abide by the AUP, the Handbook, and this AUA. My responsibility extends beyond communications on the school network and during school hours, especially if my words and actions may impact the school and the school community. I understand that bullying, harassment, and discrimination toward others in any form are in conflict with the AUP and the Handbook. I also understand that I may not send spam, chain mail, or bulk mail from my email account.

II. PERSONAL LAPTOPS AND OTHER TECHNOLOGY DEVICES

If I bring a personal laptop or other electronic devices (e.g., iPad, iPod, iPhone, Blackberry, Droid) to the school, I understand that the AUP, the Handbook and this AUA also govern my use of such personal device(s) while at the school.

I respectfully pledge that I will follow these rules for network, computer and other technology use at the school and outside of the school. I understand that breaking these rules is disruptive to the educational process and is considered a major disciplinary offense. Violations of this policy may invoke consequences commensurate to the offense, up to and including suspension and expulsion (as determined by the school in its sole discretion). This AUA does not intend to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between the school and any parent, guardian or student affiliated with or attending the school. The school reserves the right, in its sole discretion and without notice, to interpret, add, revise and/or delete school policies and procedures at any time, before, during and after the school year.

Signature of Student: _____ Date: _____

Print Full Name of Student: _____



I have read and agree, on behalf of my child and myself/ourselves, to all rules regarding acceptable usage of technology enumerated above. I have discussed this with my child to make him/her aware of the dangers of the Internet and the harm that can come from misuse of the Internet or other technology resources. I understand and agree that the use of the school's network, technology resources and Internet, as well as my child's own personal computing devices (computer, cell phone, etc.), can cause harm to the school community even when such use occurs outside of school hours. In order to cooperate in the school's efforts to educate students as to appropriate behavior, whenever or if my child is not living on campus (including during school vacations and over the summer), I agree to monitor my child's use of the Internet and to prevent my child from engaging in cyber-bullying or harassment.

Signature of Parent/Guardian #1: _____ Date: _____

Print Full Name of Parent/Guardian #1: _____ Date: _____

Signature of Parent/Guardian #2: _____ Date: _____

Print Full Name of Parent/Guardian #2: _____