



Student Technology Acceptable Use Policy (“AUP”)

The Academy’s information network and students’ personal computer and communication devices (such as smartphones and tablets) put enormous power at the fingertips of all members of the Academy community. As such, it also places responsibility on all users of such technology. The Academy has explicit guidelines for using computers and other electronic devices, both on and off campus; using the Academy’s network; and accessing the Internet. Inappropriate computer use will result in the loss of computer and/or network privileges, and potentially in disciplinary action. As necessary, the Academy monitors the activity and contents (including e-mail) of computers and servers on campus, to ensure student safety and that the guidelines are being followed. Whether physically on campus or linked from a remote location, anyone using the Academy’s network or their own personal computer or communication device must comply with this AUP and the Academy’s Major School Rules.

Use of the Academy’s computers and network should be primarily for educational purposes, with the understanding that there are opportunities for appropriate recreational use. All use of the Academy’s computers and network must be consistent with this purpose, as well as with the general policies, guidelines and rules set forth below. Students must remember that use of the Academy’s network is a privilege, not a right. Use of the network, as well as personal computer and communication devices, should always be legal, ethical and consistent with the Academy’s policies on honesty and integrity, and its general standards for student behavior.

Where referenced below, the “technology team” comprises any member of the Information Technology department. E-mail techsupport@govsacademy.org to contact the entire team.

Students and parents or guardians must review this AUP each year online. Student and parent or guardian digital signatures indicate that the student understands and agrees to abide by the AUP.

Respect For Privacy, Ownership and Copyright

- The Academy’s network resources, including all telephone and data lines, are the property of the Academy. The Academy 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 Academy’s network, and it may be required by law to allow third parties to do so. Electronic data, e.g., 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 Academy technology resources. Students should not expect that e-mail, 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 Academy’s system, each student has consented to the Academy’s right to view and/or monitor the Academy’s network and all of its associated accounts.
- The Academy reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on the Academy’s premises or at Academy 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 techsupport@govsacademy.org.
- 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. No software may be installed, copied to, or run on Academy equipment except as authorized by the technology team. 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 Academy 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.



THE GOVERNOR'S ACADEMY

- Installation of wireless networking equipment is prohibited without permission from the technology team.
- Students should store personal files only on their own network user account. Any information that a student leaves on the internal hard disk (including the desktop or any other part of their user account) of an Academy-owned computer may be deleted at any time, without warning.
- Network-based games and chat sessions may be disallowed at the discretion of the Academy.
- Use of the Academy's computers for commercial purposes, advertising, or accessing inappropriate sites is prohibited.
- Use of the Academy's computers may not interfere with nor 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 or teacher.
- The use of public computers and other Academy-controlled hardware, such as phone lines, or the use of personal computer and communication devices for the transmission or reception 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 Academy'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 Academy.
- Disclosing and/or gossiping about confidential or proprietary information related to the Academy, or making public remarks that defame or disparage the Academy, its employees, its students or its interests (including, but not limited, to e-mail, voice mail, Internet instant messaging, chat rooms and websites), or that recklessly disregards or distorts the truth of the matters commented on, is prohibited.
- Students may not alter electronic communications to hide their identity or impersonate another person.
- "Cyber-bullying" is prohibited by Massachusetts State Law. Students may not harass other students using electronic communications. Once a report of cyber-bullying has been made to the Academy, the Academy has the authority to 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 Academy's Bullying Prevention and Intervention Plan as stated on the Academy's website and referenced in the Student 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 Academy employee on any social networking site that is not used primarily for educational purposes (e.g., Twitter is often used by both faculty and the administration for educational and informational purposes). If a student is contacted by an Academy employee via non-Governor's channels for non-educational purposes, the student should immediately notify his or her advisor, who will in turn notify the Dean of Faculty.

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 technology team, the Dean of Students, or the reporting student's faculty advisor.

Sanctions and Discipline

Students found to be in violation of this policy are subject to discipline including, but not limited to, the loss of computer privileges, probation, and dismissal from the Academy. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the fullest extent of the law.



Computer Labs

There are computer labs in Frost, Parsons, and the library for students, faculty and staff members to use during the academic year. All labs are equipped with access to e-mail and the Internet, as well as a basic set of Academy-licensed software. Students are expected to adhere to the following guidelines while using the computer labs. Any violation of these guidelines will be a violation of the Academy's AUP and may result in disciplinary consequences.

Guidelines:

- No food or beverages are permitted in the computer labs.
- Students must save their work to their network drives, a flash drive or other removable media.
- 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. A student using a computer recreationally is expected to turn that computer over to a student who needs it for academic purposes.

Students failing to comply with the above guidelines will be asked to leave the lab by a faculty or student proctor. Persistent abuse of these guidelines may result in disciplinary consequences through the Dean of Students Office.

Electronic Classroom and Workstations

(See Library section of the Student Handbook for details on technology in the Library.)

Dormitories

All dorm rooms have network and Internet connections available to each student. Students are encouraged to bring a desktop or laptop for academic use. There is a network laser printer in the common area of each dorm. During study hours, computer usage is limited to academic purposes only. Students may not use the computer for any purposes that may violate the AUP. Dorm parents may remove computers from a student's room, and/or request restricted network access, if a student does not adhere to these guidelines. Abuse of these guidelines may result in disciplinary consequences through the Dean of Students' office.