Easatern Mennonite School Technology Use Policy

EMS endeavors to provide state-of-the-art technology for faculty, staff and students with the goal of preparing our students for educational and employment challenges of the 21st century. This technology includes access to the school network through school computers, a student-accessible wireless network, and use of the Internet through a high-speed broadband connection. This worldwide forum of informational resources available through the EMS network is intended to be used for educational purposes only. Information Technology (IT) systems use is a privilege for students that carries specific responsibilities for the sake of others using the same technology, for the integrity of the system, for the good of the school community, and for the wholesome instruction of each student.

EMS expects all persons using the IT systems to exercise the highest level of respect for themselves, others, equipment/systems, and copyright laws. Failure to comply with these Acceptable Use Standards will result in the loss of privilege of using the EMS IT systems and/or result in additional consequences as deemed appropriate.

Personal Responsibility:

IT systems are intended to be used for educational purposes. Persons using the systems are individually responsible for the material they create, use, send and receive. Personal responsibility for actions and communications is mandatory; anonymity is not permitted, nor is falsely representing another individual at logon or in communication. Using someone else's account and password is not permitted. Violations or attempted circumvention of system security and observed abuses of the system should be reported to EMS faculty or staff immediately. Reporting violations is essential for maintaining the integrity of the school's network and ensuring maximum system speed and efficiency for all users.

The network, and all uses of it, is subject to review and monitoring. There are ways the system can be misused and abused; there are modes of use that are not educational. There is information available through the Internet that is inappropriate in our setting as a Christian educational institution. System users should always strive to use the technology appropriately, wisely, honorably, and educationally. Examples of activities that are NOT educational in nature and do NOT belong in our school setting are listed below. This is not an exhaustive list. Students that use school technology in these ways or fail to follow the guidelines in this contract will lose their technology privileges and/or be subject to consequences as outlined in the Student Handbook.

The following is a partial list of unacceptable or non-educational activities:

- Downloading of any software, including freeware and games, to school-owned technology systems.
- Illegal downloading or misuse of copyrighted media.
- Playing of online or web-based games (unless expressly permitted by a teacher).
- Use of peer-to-peer file sharing services or websites.
- Visiting sites dedicated to violence, hatred, racism, terrorism, or weapons is strictly forbidden.
- Visiting sites containing pornographic, obscene, or risqué content is strictly forbidden.

- Attempting to disrupt system stability, override or bypass system restrictions or filtering, including attempts to hack or crack/guess passwords, and logging in to or accessing another student's account. These are serious criminal offenses and will be handled as such.

All Internet activity is logged on the EMS firewall; observed inappropriate online activity will be reported to EMS administration.

Responsibility to Others:

- Remember, all users have a duty to help maintain system integrity.
- Exercise courtesy and kindness in your content and language when using Internet resources. Racial, religious, cultural, or ethnic attacks will not be tolerated. Cyber-bullying, whether done on or off-campus will not be tolerated.
- Respect the privacy of other persons' data and online identity. If another person left a computer session logged in, log them off before using that computer.
- Do not change settings, degrade programs, or cause system disruption for other users.
- System problems or issues encountered should be reported immediately to the supervising faculty member, who will then work with the IT staff to resolve the problem.
- Use only your school-issued or personal account. Using another student's login account, or allowing another student to use your login account will result in immediate restrictions.

Responsibility to Equipment and the Network:

- Leave computers, printers, and work areas clean and in good operating condition. Do not move, unplug, or tamper with equipment.
- DO NOT eat or drink around any computer equipment.
- System software used may only be that which the school can legally use. Copying or installing software on school-owned computers may be a licensing or copyright violation, and is prohibited.
- Copyrighted software may not be illegally borrowed or copied.
- Computer users should make every effort to keep the system free of malware. Report any suspicious email contents or attachments if accessed.
- Actively manage and organize your file space, storing only school related material that you need. Periodically, clean out and purge old files.
- Printing activities will be closely monitored. Students who print excessively will be warned, then charged a per-page fee or banned from using school printers if excessive printing continues.

All policies herein also apply to student use of personal electronic devices brought on campus. Students must ask for teacher permission before using student-owned laptops or other devices in any given class period.

EMS assumes no liability for data loss or corruption, damage to personal electronics, or prosecution that may result from our network or the Internet's use; these risks are assumed by individual users.

Please sign below in order for your student's login and network access to be enabled. Any questions concerning technology should be directed to Mike Stoltzfus at stoltzfusm@easternmennonite.org.

By signing the form, you agree to the following pledge committing to the EMS Technology Use Policy:

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I desire to be granted the privilege of using the EMS IT equipment and network. I commit myself to following the spirit and written expectations described in the policy outlined above and in the Student Handbook regarding the EMS Technology Use & Standards document.