

## **ACCEPTABLE USE POLICY FOR THE TOPEKA COLLEGIATE NETWORK, ACCESS TO THE INTERNET, AND E-MAIL 2016-2017**

This policy governs student conduct while using technology, both on campus and off-campus. Students represent the Topeka Collegiate School at all times, including vacations, nights and weekends. Any inappropriate behavior during vacations, nights or weekends, which harasses or harms a fellow member of the school community or affects the educational environment of the school, will subject the violator to discipline by the school, up to and including expulsion.

The purpose of the Topeka Collegiate Network is to provide students with access to unique educational and research resources to promote excellence in education, to encourage life-long learning, and to offer the opportunity to be fully competent using modern technologies to communicate and build knowledge. All use of the Topeka Collegiate Network must be in support of education and research and consistent with the educational objectives of the school. This applies to Topeka Collegiate-owned equipment as well as personal technology, such as laptops, used at the school. The Topeka Collegiate School maintains guidelines for the behavior of students. These are common sense, truthfulness, respect for others, and respect for the school and its place in the community. Students using any of the electronic resources must apply these guidelines, as they will lead to acceptable use.

The use of the Topeka Collegiate Network is a privilege and not a right. Inappropriate or illegal use may result in cancellation of the privilege and further disciplinary action. The following additional guidelines will apply in all divisions of the school:

1. A student should not give out personal information. Specifically, he or she should not give out his or her full name, address, age, credit card or social security information, phone number, or fax number. A Student should not give out information about friends or other persons while online. A student may not meet with someone he or she has contacted online without his or her parents' approval.
2. A student should not make any attempt to access inappropriate or "adult" materials. Pornography is the clearest example of such material. If inappropriate material is accessed accidentally, the student should disengage immediately, and inform a teacher about where that information was located. Topeka Collegiate faculty will do the best they can to guide the students, to useful, educational resources and filter unwanted material.
3. User directories at Topeka Collegiate are established for educational purposes. Although students are free to use their accounts, Topeka Collegiate reserves the right to view the contents of any e-mail account or any directory. Students may not post chain letters or engage in the sending of annoying or unnecessary messages to a large number of people or to a single person. Any student who receives unwanted e-mail messages or IM messages that make him or her uncomfortable should inform a teacher immediately.
4. The school may take a variety of disciplinary actions ranging from detention to legal action for violation of any aspect of the Acceptable Use Policy or the Topeka Collegiate Student Handbook, as appropriate.

The following offenses will be grounds for disciplinary action (this list is not exhaustive):

- a. Use of the system for commercial purposes, personal monetary gain, or purchasing goods or services.

b. Use of the system for political fundraising or lobbying.

c. The use of inappropriate language, including language which might be considered dangerous, vulgar, sexually explicit, bigoted, harmful or harassing to others.

d. The use of another person's account or password; revealing your account or password to others; attempting to discover other users' passwords.

e. Use of the network for non-educational purposes such as games, downloading music-swapping programs, auction sites, instant messenger programs.

f. Any vandalism which is a malicious attempt to harm, modify, or destroy the data of another user, or to modify or disrupt the Topeka Collegiate network or any of the computers attached to it. This includes, but is not limited to, the introduction, downloading or creation of viruses or chain letters. Students may be responsible for the cost of returning any network system or sub-system to its original state if they have affected network operation or performance.

g. Laws, ethics, and common courtesy require that proper acknowledgement of the use of the intellectual property of others must be made. Rules against plagiarism will be enforced as an honor code violation. Taking information from any internet source without using proper documentation in any assignment, paper or other work will be regarded as plagiarism. Students may cite works using the full network address, according to MLA guidelines.

Thus it is always best to assume that a work is copyrighted and treat it accordingly. Although the internet is an uncensored environment, the use of the internet at Topeka Collegiate will be subject to the normal Topeka Collegiate standards of acceptable behavior for our school environment.

It will be impossible to monitor every student all the time. If users want greater freedom and privacy, they should use their computers at home by acquiring their own personal accounts through a private internet provider. The Topeka Collegiate School makes no warranties of any kind, whether expressed or implied, for the Topeka Collegiate network. The school will not be responsible for any damages users suffer. The school specifically denies any responsibility for the accuracy or quality of information obtained through the Topeka Collegiate network, and the use of such information is at the user's risk.

I have read and understand the Computer Acceptable Use Policy of Topeka Collegiate School. I further agree to abide by the policy.

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_