



Brunswick School's Acceptable Use Policy for e-Resources

1) Introduction

Brunswick School provides access to I.T. resources, including the Internet, School Intranet, Electronic Mail and Network computing to Authorized users (Students, Staff and Faculty) for educational, research and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication. This policy governs the use of all such e-resources by our community.

The use of Brunswick's I.T. resources is a privilege, not a right, granted to users primarily for the enhancement of curricular-related learning or job functions. Users may have limited access to Brunswick's e-mail systems and electronic communications equipment, including the Internet, for minimal personal use. Brunswick's e-mail systems, voice-mail systems or electronic equipment, including the Internet, should not be used for messages or communications that are not consistent with the purpose of the School or what it stands for.

Violations of this policy will result in the revocation of this privilege. Depending upon the severity of the infraction, users will face disciplinary action up to and including dismissal, civil litigation, and/or criminal prosecution for misuse of these resources.

Brunswick School does not attempt to articulate all possible violations of this policy. In general, users are expected to use Brunswick's electronic resources and networks in a responsible, polite, and professional manner.

2) Authorization

The Brunswick Technology Dept. allocates unique usernames and passwords to each user authorized user to access internal computing and communication resources. All individually allocated usernames and passwords are for the exclusive use of the individual to whom they are allocated. **The user is personally responsible and accountable for all activities carried out under his/her username.** The password associated with a particular personal username must not be divulged to another person, except to members of I.T. staff who may require it for troubleshooting purpose. No one may use, or attempt to use, computing resources allocated to another person, except when authorized by the provider of those resources.

All users must correctly identify themselves on the School's e-mail / computing network at all times. A user must not masquerade as another, withhold his/her identity or tamper with audit trails. A user should take all reasonable precautions to protect their resources. In particular, passwords must be changed frequently and adhere to strong encryption.

3) Privacy

It should be noted that authorized Brunswick I.T. staff have the ability to access all user files, including email stored on central servers and data on individual computers as well as on the network that they manage.

Brunswick School reserves the right to review, audit, intercept, access, and disclose any and all data stored on Brunswick School computers, servers, and e-mail systems, as security considerations warrant, with or without notice, during or after working hours. The use of a provided password by a user does not restrict Brunswick's legal right to access electronic communications. While Brunswick does not regularly monitor electronic communications, users of its e-resources should have no expectation of privacy in their e-mail, data files or on their usage of Internet. Accordingly, all users must ensure at all times that their electronic communications are appropriate, lawful, and in compliance with the provisions of this Policy. As a condition of use of these resources, users agree to Brunswick School's review and disclosure of e-mail and Internet records, if a security situation so warrants.

4) Definition of Acceptable and Unacceptable Usage

In general, unacceptable use of Brunswick computer, network and communication resources may be summarized as:

- Access, retention or propagation of material that is offensive, obscene or indecent.
- Defamation (genuine scholarly criticism is permitted);
- Intellectual property rights infringement, including copyright, trademark, patent, design and moral rights;
- Unsolicited advertising, often referred to as "spamming";
- Attempts to break into or damage computer systems or data held thereon;
- Attempts to access or actions intended to facilitate access to computers for which the individual is not authorized.

The following activities, while not exclusive, are specific examples of unacceptable uses that will be considered violations of this policy:

- Knowingly access, send, receive, or display sexually-oriented, obscene or pornographic images, messages, or cartoons.
- Knowingly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Participate in Internet 'chat rooms'.
- Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others.
- Knowingly send, receive, or display communications that disparage or berate their colleagues or Brunswick employees, or diminish workplace productivity and / or professionalism.
- Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws.
- Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes.
- Disrupt, disable, damage, or interfere with network services, electronic equipment, or other users.
- Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization
- Distribution or storage by any means of pirated software.

- Non-academic activities which generate heavy network traffic, such as viewing online shopping or sport sites during working hours, especially those which interfere with others' legitimate use of I.T. services or which incur financial costs to the school in terms of bandwidth.
- Frivolous or excessive personal use of Brunswick owned electronic equipment.
- Passing on of electronic chain mail or 'spamming' others.
- Use or transmission of academic mailing lists for non-academic purposes.
- Use of other people's web site material without the express permission of the copyright holder.
- Install or download games or software programs of any kind on school owned hardware without express permission of the I.T. dept.
- Trespass in another's folders, work or files, vandalizing the data of another user.
- Posting anonymous messages or attributing one's communications to another individual.
- Disseminating confidential information of Brunswick School's or personal contact information of employees of Brunswick School without their consent.

It should also be noted that individuals may be held responsible for the retention of attachment material that they have received, via electronic mail that they have read, but have never viewed.

Acceptable uses include: personal e-mail and reasonable recreational use of Internet services, as long as these are in keeping with the framework defined in this policy document and do not interfere with one's duties, studies or the work of others. However such use must be regarded as a privilege and not as a right and may be withdrawn if abused or the user may be subject to a disciplinary procedure.

Commercial work for outside bodies, using Brunswick's computing and communication services requires explicit permission from the Headmaster; such use, if authorized, may be liable to charge.

5) Licenses and Copyrights

Brunswick's computer system, and any additions and modifications developed by Brunswick School employees, are the exclusive property of the School. Any hardware, software and documentation owned by Brunswick School may not be sold, transferred, reproduced or used for purposes not reasonably related to Brunswick's purpose as a school. Licenses and copyrights exist for all software purchased by Brunswick School. Employees and students are prohibited from violating any licensing agreements or copyrights. All Brunswick School's computer systems, hardware, software and the information stored on them are the property of the School.

Users should remember that this policy is not exhaustive and inevitably new social and technical developments will lead to further uses which are not fully covered. In case of any doubt, users should address questions concerning what is acceptable to the Headmaster.