

## ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES

### 1. Introduction

Brunswick School provides access to electronic resources, including the Internet, Intranet, email and network computing to authorized users (students, faculty and staff) for educational, research and administrative purposes. These resources are provided to promote educational excellence by facilitating communication, resource sharing and innovation. This acceptable use policy governs the use of all such electronic 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 email, network and Internet for minimal personal use. Brunswick's email, voicemail or electronic equipment, including the Internet, should not be used for messages or communications that are inconsistent with the purpose of the school or what it stands for.

Violations of this policy will result in 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

Brunswick School's I.T Department allocates unique usernames and passwords to each authorized user to access internal computing and communication resources. The user is personally responsible and accountable for all activities carried out under his/her username. The password associated with a personal username must not be divulged to another person, except to members of I.T. staff who may require it for troubleshooting purposes. 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 email and 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. Passwords should be changed frequently and adhere to strong encryption standards.

### 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.

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Brunswick School reserves the right to review, audit, intercept, access, and disclose any and all data stored on Brunswick School computers, servers, and email systems, as security considerations warrant, with or without notice, during or after working hours. The use of a password by a user does not restrict Brunswick's legal right to access electronic communications.

While Brunswick does not routinely monitor or censor electronic communications, users of its electronic resources should have no expectation of privacy in their email, data files or on their Internet usage. Accordingly, all users must ensure 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 email 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, propagation, retention or printing of material that is offensive, obscene, indecent or poses a safety risk.
- Intellectual property rights infringement, including copyright, trademark, patent or designs.
- Unsolicited advertising or "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.
- Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others.
- Knowingly send, receive, or display communications that disparage their colleagues or Brunswick employees, or diminish workplace productivity and/or professionalism.
- Violate any local, State, or Federal statute or regulation, including 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, equipment, or users.
- Recreational activities generating heavy network traffic, such as streaming music or video, shopping or visiting sport sites during work hours, especially activities that interfere with others' legitimate use of I.T. services, or which incur a financial cost to the school in terms of provisioning additional bandwidth.

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- Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization.
- Distribution or storage by any means of "pirated" or unlicensed software.
- 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 anyone's website material without express permission of the copyright holder.
- Downloading or installing software applications of any kind, including games, on school owned hardware, without express permission of the I.T. Dept.
- Using the school's 3-D Printers to "print" any weapon, such as a knife or gun, is expressly forbidden, as is printing of offensive/obscene material on the school's networked printers.
- Trespass in another's folders, work or files, vandalizing the data of another user.
- Posting anonymous messages or attributing one's messages to another individual.
- Disseminating confidential information of Brunswick School's or personal contact information of employees of Brunswick School without their consent.

**Faculty may only communicate with students online via the School's email system or Google Classroom. No other digital modes of communication with students are permissible, including social media sites like Facebook, Twitter and Instagram, or via texting on mobile devices.**

It should also be noted that individuals might be held responsible for the retention of explicit or offensive attachments that they have received via email that they have read.

**Acceptable uses include:** Personal email 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 external entities, using Brunswick's computing and communication resources requires explicit permission from the Headmaster; such use may be liable to a charge.

## **5. Licenses and Copyrights**

Brunswick's computing systems, the data saved on them, and any additions and modifications to them developed by the School's employees, shall remain the School's exclusive property. 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 mission. Licenses and copyrights exist for all software used by Brunswick School. Employees and students are prohibited from violating any licensing agreements or copyrights.

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