

INFORMATION TECHNOLOGY RESOURCES POLICY

I. Purpose

The Information Technology Resources Policy identifies appropriate use of Information Technology Resources (as defined in Section III) to support The Village School's goals and objectives. This document informs all Users (as defined in Section III) of the policies set forth by The Village School's Board of Education.

II. Objective

The objective of this policy is to assure that the use of Information Technology Resources is related to, or for the benefit of, The Village School. The use of Information Technology Resources is a privilege that imposes certain responsibilities and obligations on users and is subject to policy and applicable law. Acceptable use must be legal, ethical, reflect honesty, and show restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

III. Definitions

- A. "Information Technology Resources" are computing, electronic storage, communication, and presentation resources provided by The Village School.
- B. The "Infrastructure Sponsor" is the person responsible for The Village School's Information Technology Resources infrastructure.
- C. A "System Sponsor" is the individual(s) under whose authority a computing system, local network, or external network connection is funded.
- D. A "System Manager" is the person(s) authorized to grant, restrict or deny user privileges, maintain the system files, inform users of all applicable policies, and generally ensure the effective operation of a system.
- E. A "User" is any individual who uses, logs in, attempts to use, or attempts to log in to a system (whether by direct connection or across one or more networks) or who attempts to connect to or traverse a network, whether via hardware, software, or both.
- F. An "Account" is a combination of username and password that provides an individual with access to an Information Technology Resource.
- G. "Content" is any and all text, images, multimedia elements, coding, and other such items posted, transmitted, and/or used by Information Technology Resources.

IV. Respect and Obligations

The Village School Information Technology Resources Policy is intended to provide a framework for users to practice respectful use of Information Technology Resources. Failure to act responsibly can adversely affect the work of other users. The policy is intended to prevent abuse of equipment and services and to ensure that usage honors the public trust and supports the school's mission.

V. Who May Obtain Accounts

- A. No person is to be granted access to the school's Information Technology Resources without agreeing to abide by the provisions of this policy.
- B. The following persons may obtain an account at The Village School: any current administration, faculty, staff, and student.

VI. Cyber-Citizenship

- A. Responsibility
 - Use of The Village School Information Technology Resources must comply with the institutional policies, procedures, standards, and all applicable laws and not be used for any personal for-profit or any unauthorized not-for-profit purpose.
 - Users should protect their systems from misuse and attack by being up to date on security patch installations, maintaining the latest version of antivirus pattern/definitions, and running only necessary services.

- B. Privacy and Privilege
 - Users must respect the privacy and usage privileges of others.
 - Users will not intentionally seek information on passwords. Users will not modify files, data, or passwords belonging to other Users. Users will not develop or retain programs for these purposes.
 - Users will preserve and protect the privacy, dignity, well being, and informed consent of all participants.
- C. System Integrity
 - Users must respect the integrity of computing systems and networks.
 - Users will not by any means attempt to gain access to a computing system or network without proper authorization.
 - Users will not attempt to damage, or alter, either the hardware or the software components of a computing system or network.
 - Users will not attempt to disable any hardware or software components of a computing system or network via network attacks and/or scans.

VII. Examples of What Users Are Encouraged to do with The Village School Information Technology Resources (Not an Exclusive List):

- A. Use Information Technology Resources as tools for obtaining and disseminating knowledge.
- B. Use Information Technology Resources for research and information gathering in support of advisory, analysis, and professional development activities.
- C. Use Information Technology Resources to communicate with others providing document delivery or transferring working documents/drafts for comment.
- D. Use Information Technology Resources to communicate and exchange information relating directly to the mission and work tasks of the school.
- E. Use Information Technology Resources as tools for the preparation of course materials.
- F. Use Information Technology Resources to enhance educational approaches and teaching methods.
- G. Use Information Technology Resources to enhance coursework submissions.
- H. Use Information Technology Resources to develop practices of observation and reading through exposure and exploration of scientific knowledge, cultural heritage, and the changing contemporary world.
- I. Use Information Technology Resources to announce school regulations, procedures, policies, services, or activities.

VIII. Examples of What Users Are Not Permitted to do with The Village School Information Technology Resources (Not an Exclusive List):

- A. Violate Laws. For example:
 - 1. Use Information Technology Resources in a manner that violates The Village School's policy and/or other applicable policy and laws. Note:
 - a. Users will comply with State and Federal regulations concerning obscenity and the distribution, collection or practice of child pornography; State prohibitions of gambling and restrictions on gaming; and the Federal regulations prohibiting chain letters.
 - b. Faculty Users will comply with the current Ethics Guidelines for Faculty set forth in the Policies and Procedures Manual.
 - c. Student Users must abide by the current Student Handbook.
 - 2. Transfer or use copyrighted materials without the explicit consent of the owner.
 - a. The unauthorized downloading, copying, or distribution of materials (i.e. proprietary music, video, software, or database information) via Information Technology Resources is prohibited.
 - b. Student Users should be aware that instructors have primary responsibility for the maintenance of academic integrity. Cases involving academic

dishonesty (i.e. plagiarism, cheating, etc. and/or facilitating such an act) should be reported to the director of the school.

- B. Commit Offenses Against Others. For example:
 - 1. Harass another using Information Technology Resources.
 - 2. Impersonate another.
 - 3. Take or alter another's work without permission.
 - 4. Assume credit for the work of another.
 - 5. Interfere in another's legitimate use of Information Technology Resources.
 - 6. Display obscene material.
- C. Abuse Information Technology Resources. For example:
 - 1. Attempt to gain another User's password or to log on as another User.
 - 2. Permit unsupervised use of an assigned account by any other person.
 - 3. Use Information Technology Resources for activities unrelated to the mission of the school when such use prevents or seriously restricts resource usage by persons fulfilling the mission.
 - 4. Use Information Technology Resources to give access to persons who have not and/or could not obtain access to the school's resources through official channels.
 - 5. Use any access not specifically assigned to the User and not provided for training or public use.
 - 6. Deliberately alter the account structure assigned to the User so as to increase system permissions.
 - 7. Attempt to render the system or equipment inoperative.
 - 8. Participate in activities that have the intent of tying up Information Technology Resources.
 - 9. Physically abuse Information Technology Resources.
 - 10. Install wireless network transmitters.

IX. Copyright Provisions

- A. Default Access

The default access to Information Technology Resources (such as files) is to be set to allow the owner read, write, delete, and execute access and to give access to no other person. If the owner of such resources modifies this access to grant others access, such access by another, in itself, is not considered an ethical infraction. However, it is prohibited to use such access to copy another's work and assume credit for it, modify the file of another without explicit verbal or written permission to do so, and/or embarrass the owner of a file by publicizing its contents without authorization or by modifying the file's contents in a manner unauthorized by the file's owner.
- B. Software
 - 1. The Village School utilizes a wide variety of software, with an equally wide range of license and copyright provisions. Users are responsible for informing themselves of, and complying with, the license and copyright provisions of the software that they use.
 - 2. No software copy is to be made by any User without a prior, good faith determination that such copying is in fact permissible. All Users must respect the legal protection provided by copyright and license to programs and data.
- C. Content Issues
 - 1. With regard to intellectual property, The Village School reserves the right to protect copyrights, patents, trademarks, trade secrets, and other rights obtained legally that prohibit copying, trading, displaying, or using without permission. Many of these items may be found by searching networks including the Internet, but their presence does not imply that they are free to use without permission.
 - 2. All content must comply with copyright laws, policies and regulations detailed in the Federal Copyright Law (Title 17 of the United States Code), and Digital Millennium Copyright Act (DMCA), the Technology, and the Education and Copyright Harmonization (TEACH) Act.

X. Rights

- A. Rights to Access
Access to The Village School Information Technology Resources is granted contingent on that access not being misused. If that access is misused it can be withdrawn at any time. Further action may be taken as a result of serious offenses.
- B. Rights to Privacy
 - 1. While The Village School recognizes the role of privacy in a learning institution, there should be no expectation of privacy in any message, file, image or data created, stored, sent, retrieved or received by use of The Village School Information Technology Resources. The Village School will monitor or review the content of electronic communications or files of its Users. The Village School expects all Users to obey all applicable policies and laws in the use of Information Technology Resources.
 - 2. The school abides by the Family Educational Rights and Privacy Act, or FERPA, which requires the school to protect the confidentiality of student educational records.

Note: When notice is required by law, court order, or subpoena, computer users will receive notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).

- 3. Data on the school's computing systems will be copied to backup media daily.
- 4. In general, the contents of a User's files are considered private except when the owner has set the file permissions to grant others access to it and then it is with the restrictions noted above in Section IX.
 - a. The System Sponsor in charge of a system may instruct personnel to investigate the system suspected of being used by someone other than its rightful owner.
 - b. The System Sponsor in charge of a system may instruct personnel to investigate the system suspected of being used in a manner that violates the school's policy or federal, state, or local law.
 - c. The content of User files can be monitored and reviewed without the prior written permission of the User involved. System Managers and others charged by them with forwarding misdirected or undeliverable email and/or delivering printouts and plots may examine such email, files, or hardcopy to the extent reasonably necessary for such purpose.
 - d. Information traversing the data networks may be intercepted and/or analyzed in conjunction with investigations.

XI. In Cases of Violation of The Village School Information Technology Resources Policy, the Following Actions are Prescribed:

- A. Immediate suspension of any or all of the following: the User's account, network access, and Internet access; followed by timely review of the charges by the appropriate person or persons.
- B. The User's computing privileges at The Village School may be permanently and totally removed.
- C. Use of the regular disciplinary processes and procedures of the school for students, staff, faculty, and administrators.
- D. Students may be recommended for suspension or dismissal from The Village School. Employees may be recommended for termination from The Village School employment.