Acceptable Use of Computing Resources

The goal of this policy is to give an overview of acceptable and unacceptable uses of The Seattle School's computing resources, including, but not limited to, network access, Internet access, email and FTP. It is intended as an addition to existing policies concerning academic honesty and the use of facilities, and does not exhaustively address all uses and misuses of computing resources.

The Seattle School's computing equipment and network resources are intended to enhance and support the educational mission of the school. All students, faculty and staff are responsible for using The Seattle School's computing resources in a safe, effective, ethical, and lawful manner.

Access to The Seattle School's computing resources is controlled through individual accounts and passwords. Accounts are assigned through Information Technology (IT). Each user of The Seattle School system is required to read this policy and sign a Computing Resources User Agreement.

Acceptable Use

The following represents a guide to acceptable uses of network, computing, and/or Internet resources:

- Communication with staff, faculty, students, business partners of The Seattle School and clients within the context of an individual's assigned responsibilities.

- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

- Participation in educational, academic, and professional activities relevant to The Seattle School.

- Personal use of the resources is acceptable, provided that it does not interfere with the job responsibilities of the individual or others. Personal use should be kept to a minimum and should be incidental to the primary purposes of promoting education and learning and/or carrying out the administrative functions of the school.

- Distribution lists are to be used for the express purpose of notifying the school community at large or its designated constituencies of announcements and information.

Acceptable use always includes:

- Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions.

- Respect for intellectual property rights as legally protected by copyright, and license to programs and data as well as contractual obligations.

- Respect for the integrity of the computing, Internet, and communications systems.

Unacceptable Use

- Use of The Seattle School's computing resources that violates federal, state, or local laws or statutes.

- Use of The Seattle School's computing resources in a manner that is not consistent with the mission of The Seattle School, misrepresents The Seattle School, or violates any Seattle School policy.

- Providing, assisting in, or gaining unauthorized or inappropriate access to The Seattle School's computing resources.

- Use of The Seattle School's computing resources for unauthorized or inappropriate access to systems, software or data at other sites.

- Use of The Seattle School's computing resources to copy, store, display, or distribute copyrighted material in any medium without the express permission of the copyright owner, except as otherwise allowed by the copyright law.

- Installation of software on The Seattle School computers that is either not in the public domain, or for which legal licensing has not been acquired by the user or by the institution.

- Activities that interfere with the ability of other staff, faculty, or students to use The Seattle School's computing resources effectively.

- Unauthorized access to another person's work.

- Sending of obscene, abusive, or threatening messages via email or instant messaging.

- Mass unsolicited emails, such as chain letters or commercial mailings.

Email

The following Confidentiality Statement is automatically added to all outgoing emails sent from The Seattle School server. Employees are expected to comply with the statement.

*****NOTICE: This e-mail is only intended for the person(s) to whom it is addressed and may contain confidential information. Unless stated to the contrary, any opinions or comments are personal to the writer and do not represent the official views of The Seattle School. If you have received this e-mail in error, please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy this e-mail or use it for any purposes, or disclose its contents to any other person. Thank you for your cooperation.*

Security

For security purposes, users may not share account or password information with another person. Network/Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to use another user's account password is strictly prohibited.

Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to the network.

As part of The Seattle School community, students connecting their computers to The Seattle School network are required to take reasonable precautions against viruses, spyware, and adware.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at The Seattle School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for the inappropriate use of The Seattle School's computing resources may include, but are not limited to, one or more of the following:

- Disciplinary action according to applicable Seattle School policies;
- Legal action according the applicable laws and contractual agreements.

Monitoring and Filtering

The Seattle School has the right to inspect information on its systems at any time, for any reason; users cannot and should not have any expectation of privacy with regard to any data, documents, email messages or other files stored on computers within The Seattle School's network. All Internet data composed, transmitted or received through The Seattle School's computing systems is considered part of The Seattle School records, and as such, is subject to disclosure to The Seattle School officials, law enforcement, or applicable third parties.

The Seattle School currently does not employ filtering software to limit access to sites on the Internet, but it reserves the right to monitor user activity on The Seattle School computer systems or accounts. If The Seattle School discovers activities which do not comply with applicable law or department policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

The Seattle School assumes no liability for any direct or indirect damages arising from the user's connection to the network or the Internet. The Seattle School is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.