

# Chapin School COMPUTER USE POLICY

For grades 3 through 8

The computer network at Chapin School, including our connection to the Internet, has been established for the educational and professional use of students and staff. The use of the network is a privilege, not a right. Students must conduct themselves in an appropriate manner when using the computer network in order to maintain this privilege. Appropriate behavior for using computers, computer related technology, and the Internet follows the same guidelines that govern all other behavior at Chapin School. The Parent Handbook outlines these behavioral guidelines and provides the foundation for taking advantage of computing resources. These technologies, however, develop so quickly that Chapin feels it is appropriate to highlight some specific rules to help students see how the more general expectations apply to the Chapin computer network and the Internet.

## Rules

1. Computers and the Internet are to be used for educational purposes — that is, as a tool to gather information for classroom projects or to share your products with others.
2. When using the computers and the Internet:
  - Teacher approval must be granted prior to entering the Internet.
  - A teacher must be present throughout your time on the computer and the Internet.
  - Teacher approval must be granted prior to downloading programs, graphics, or audio files.
  - Visit sites that are appropriate for children.
    - If you accidentally enter a site with inappropriate language or graphics, you must leave that site immediately and inform the supervising teacher.
    - If a site is labeled for adults only, or the link to that site implies that it is inappropriate, you must not enter that site.
    - Students should not attempt to bypass the school's Internet filter.
    - Students should never be in possession of inappropriate files or printed material.
    - Never give someone on the Internet your name, address, phone number, photograph, or any other personal information.
3. When sending e-mail, always use appropriate language. Do not use e-mail for hurtful jokes, insults, or mass emailing.
4. Respect the property of others. Any information, media, or other material that is taken from an electronic source (the Internet, an electronic encyclopedia, audio music files, etc.) falls under copyright laws.
  - All information must be cited if used in a project or paper, even if paraphrased.
  - All copyrighted media should be used by permission from the owner or purchased.
  - Do not delete or alter files of other individuals.
  - Do not attempt to gain unauthorized access to the Chapin computer network, or any other network through the school network.
  - Chapin's computer equipment should be treated with care.
5. All individual user accounts, e-mail accounts, and files are private and should be treated as such.
  - Passwords should remain private as well. Do not tell anyone, including your friends, your password.
  - Always logoff when finished using a computer.
  - If you find a computer that is not logged off, you should log that user off and report this to the appropriate teacher or administrator.
6. Report any misuse of the network to a teacher or administrator.

## Consequences

Violating the above stated rules could result in any of the following:

1. Loss of e-mail account.
2. Restriction or loss of all computer privileges.
3. Other disciplinary action including going before the Honor Council in the Upper School.