

ACCEPTABLE USE POLICY

For Technology

2008 - 2009

A Villanova graduate is ideally a critical and conceptual thinker who can access, evaluate, and use information for problem solving while efficiently using and adapting to changing technology. The use of technology is an ongoing integral part of Villanova's core curriculum. It is imperative that technological resources be used to build community, encourage critical reflection, to foster readiness for college and to promote ethical and serious use. This policy serves to define expected standards of behavior by all users of technology and networks within the school. Violations of this policy will result in revocation of computer and/or related systems, and disciplinary review within the philosophy and policies of *Villanova Preparatory School* that may result in suspensions or expulsion from school.

Student Accounts and Responsibilities:

Student technology accounts are provided to members of the *Villanova* community for academic and other school-related work on the academic fileserver. All accounts are to be used in a manner that respects and protects individual rights as well as the well being of the school. The granting of an account is to be considered a privilege and to be subject to monitoring for appropriate use. Use of any computing resources at *Villanova* implies agreement with the principles of use outlined in this policy and to monitoring of accounts by network supervisors. Computers and related systems as well as computer labs at *Villanova* are designed for academic use in line with policies and schedules established by the administration of the school and the Technology Directors.

- The student is responsible for any activity on his/her account and for materials stored in this account. Accounts are to be used exclusively to store files for academic work as defined by network supervisors. Users must maintain adequate security for their accounts, including changing passwords as deemed necessary.
- A student may access only those files on the network server for which he/she has specific authorization. Searching through directories and folders on the server is prohibited.
- Group accounts are to be used only by those authorized persons for whom the account has been established and for authorized group purposes. Account users may not authorize anyone else to use these accounts. Group account users must maintain adequate security for these accounts, including changing passwords as deemed necessary.
- Use of any program designed to disrupt the performance of the network is likewise prohibited. Any violation in this area will be viewed as extremely serious.
- All computer and peripheral equipment is to be treated with respect. Only lab supervisors may alter equipment or equipment/software configurations.
- Accessing or installing any form of chat or IRC communication software is prohibited during the school week. Some forms of chat (as approved by the administration) may be installed on student owned computers and accessed during the weekend.
- Computer resources at *Villanova* are not to be used to copy copyrighted software. Students may not bring copyrighted software from home nor copy software from *Villanova* to their homes.
- Computing resources at *Villanova* may not be used for commercial activity.
- Gambling of any form is prohibited on all school-owned and student-owned computers.
- All students must have and use their *Villanova*–provided email account while at *Villanova*. Email communication among faculty, students, staff, and administrators must occur using *Villanova* email addresses. All email must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the *Villanova* network is prohibited.

- Since *Villanova* has full access to a complete email software suite, it is not necessary to use other on-line services such as *America Online*, *Hotmail*, *Yahoo! Mail*, etc. Email communication among faculty, students, staff, and administrators via on-line services other than the *Villanova* email service is prohibited.
- Use of the *Villanova* network or email for obscene, offensive, disruptive or threatening messages is prohibited. I will never send, or encourage others to send abusive messages. I will use appropriate language. I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language. I understand that I will not send anything I do not want others to read.
- The Internet is to be used for gathering school-related materials in support of educational research. Downloading of any material that is copyright protected is prohibited, including, but not limited to, video or music files for personal use.
- The use of any internal or external proxy server or proxy website is prohibited on all school-owned and student-owned computers.
- Attempts to circumvent content filtering systems on campus are prohibited, including, but not limited to the use of, proxy servers, proxy websites, Netscape Software, NetZero software, CompuServe software, Prodigy software and America Online software.
- File sharing, peer to peer connections and Voice over IP is prohibited on all school-owned and student-owned computers, including, but not limited to, Skype, Morpheus, Azureus, eDonkey, eMule, GNUTella, Kazaa, LimeWire, MetaCafe, BearShare, PPLive, BitTorrent and WinMX.
- Privacy - I will not reveal my name, home address, personal phone number, description of personal attributes, or that of any members of our school to anyone on the Internet at any time.
- If in doubt as to appropriate use of the network, computer accounts, email or the Internet, be sure to ask the network supervisor or faculty member.
- Game playing by students on school-owned and student-owned computers is at the discretion of the nearest supervisor. Appropriate times for game playing should be respected by all users at *Villanova*. If the nearest supervisor deems game playing on a computer disruptive at any time, the supervisor can prohibit game playing on the school-owned or student-owned computer.
- If a queue forms when all available school-owned computers are in use, students wishing to use a school-owned computer for academic reasons will always be given higher priority than students wishing to use a school-owned computer for game playing. The nearest supervisor will determine if a student playing games must relinquish control of their school-owned computer to another student wishing to use a school-owned computer for academic reasons.

Failure to comply with these standards or acceptable use of *Villanova* technology will result in, at the very least, suspension or revocation of account privileges and may result in further disciplinary actions by the administration of *Villanova*.

Please sign and return **page 3 only**. Your student should keep the ACCEPTABLE USE POLICY FOR TECHNOLOGY in his/her binder. Failure to return this form promptly will relinquish your student's rights to use the computer network services and delay access to computer technologies.

STUDENT ACCEPTABLE USE POLICY
For Technology
2008 - 2009

I, _____, Grade _____,
(please legibly print student name)

have read and understand the ACCEPTABLE USE POLICY for TECHNOLOGY at
Villanova Preparatory School and agree to abide by its terms.

Student Signature: _____ Date: _____

PARENT/GUARDIAN ACCEPTABLE USE POLICY
FOR TECHNOLOGY & FAMILY PRIVACY POLICY

STUDENT & FAMILY PRIVACY POLICY: It is the policy of *Villanova Preparatory School* that its staff members or its representatives may make digital, photographic, video, and/or film images and records of my student during his/her attendance at *Villanova* or *Villanova* events. These images may be used for promotional purposes (news releases/stories of positive results and achievement, sports results and stories, etc.) and for the advancement of *Villanova* (school publications, school website, Admission Office and Development Office publications). I understand that neither my student nor my family will be identified on the school website or in any Admission Office recruiting brochure.

As the parent or guardian of _____,
(**student's name**)

I have read and understand the STUDENT & FAMILY PRIVACY POLICY above.

I have read the ACCEPTABLE USE POLICY FOR TECHNOLOGY for the use of the computer network at *Villanova*, and understand that this access is designed for educational purposes. I recognize that it is impossible for *Villanova* to restrict access to controversial materials and I will not hold *Villanova* or *Villanova* employees responsible for any such materials acquired on the network by my student.

I accept that if my student violates this ACCEPTABLE USE POLICY FOR TECHNOLOGY, he/she will lose his/her computer access and may be subject to further disciplinary action.

I hereby give my permission for *Villanova* to issue an account for my student.

Parent or Legal Guardian Signature: _____ Date: _____

Parent Email: _____
(Please legibly print an e-mail address where you can be reached)

Guardian Email: _____
(Please legibly print an e-mail address where you can be reached)

After filling out the form in Acrobat Reader, please print, sign and mail back **PAGE 3 ONLY**