



## THE LINDEN SCHOOL

### COMPUTER AND INTERNET USE CODE OF ETHICS FOR STUDENTS

2010-2011

Students wishing to use school computers and the Internet must adhere to all terms of this Code of Ethics. Violation of any of the terms will result in disciplinary action, which will include temporary or permanent suspension of computer privileges or other appropriate measures.

#### SECTION 1: USE OF COMPUTER HARDWARE & SOFTWARE

As a student at The Linden School, you have the use of the equipment located in the Computer Lab, Room 202. Therefore:

- A professional attitude towards Linden computer equipment while in class is expected. Computer equipment is delicate; and you may be held liable for any damage caused by misuse of keyboards, mice, CPU's, monitors or imaging devices.
- All software packages are licensed to The Linden School only. Any attempt to duplicate software programs or copy serial numbers is prohibited.
- All equipment is intended for educational use only. Use of imaging and computer equipment for personal use is not allowed.
- Use of digital cameras (still and video) without the authorization of a teacher is prohibited. A signed copy of the "Digital Camera Use For Students Contract" must be on file before equipment will be released.

#### SECTION 2: GENERAL INTERNET CODE OF ETHICS

Access to the Internet through school resources is provided to students solely for educational research. Electronic communication tools and devices are used for educational purposes only. **Therefore, the following are expressly prohibited by all students:**

- Use of the Internet without the knowledge and permission of a teacher or other authorized personnel
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher
- Use of the Internet to view, copy, save or distribute unauthorized text files, graphic files, sound files or video files
- The download of ANY type of executable files, programs or "chat" clients (i.e. audio/video/flash players, MSM Messenger, etc.)
- Deletion, examination, copying, or modification of files or data belonging to other users without their consent
- Unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction
- Internet activities which use excessive network resources in ways that prevent others from accessing the network
- Use of the network for any non-educational purpose
- "Chat" sessions, Facebook and other related programmes and websites are expressly prohibited.

#### SECTION 3: ELECTRONIC MAIL

When you send electronic mail, The Linden School's electronic mail address will be included in the message. Therefore:

- Sending electronic mail messages for personal use is prohibited.
  - Any unauthorized attempt by students to read, delete, copy or modify school staff's incoming/outgoing electronic mail is prohibited.
- Attempting to send harassing, obscene and/or threatening electronic mail to another user is prohibited. Attempting to create, distribute or forward unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

#### SECTION 4: NETWORK SECURITY

As a user of a network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

- The use of systems and/or networks in an attempt to gain unauthorized access to remote systems is prohibited.
- The interception, copying, distributing, decryption or use of the login names and/or passwords of others is prohibited.
- Any intentional attempt to "crash" network systems and programmes is prohibited.
- Any attempt to secure a higher level of privilege on Network systems (such as changing passwords, etc.) is prohibited.

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#### PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE:

My daughter and I have read and understood **The Linden School's Computer and Internet Use Code of Ethics**. I understand that any abuse of this code will result in her losing computer and Internet access privileges. I also understand that if damage is caused to any equipment through her misuse of the item, I will be held responsible for its repair/replacement cost.

STUDENT NAME:

GRADE:

PARENT/GUARDIAN NAME:

DATE:

\*Note: entering your names above is equivalent to a signature for the purpose of this form.