

THE BRIARWOOD SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY (AUP) FOR STUDENTS

The Briarwood School is pleased to offer to its student's access to our computer network and facilities including access to the Internet and, in limited instances, to electronic mail (E-mail). The purpose of this document is to establish procedures and regulations for effective and ethical utilization of this resource. These procedures are applicable to all persons using Briarwood's computer network and Internet resources.

The Briarwood School Acceptable Use Policy applies to all technology resources including, but not limited to: personal laptop computers, school computers, cell phones, video and audio equipment, copy machines, iPads and information storage devices. Briarwood School students are expected to use school resources in a considerate, ethical, moral and legal manner.

The use of any computer network must be in support of education and research and consistent with the objectives of The Briarwood School. Transmission of any material in violation of state or federal regulation is prohibited. This includes, but is not limited to, the following: copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited.

The Briarwood School reserves the right to examine any data or monitor any activity on the school network. Students should not have an expectation of privacy when utilizing the School's Ethernet network, Wi-Fi network, or electronic communication resources regardless if they are using their personal or school-owned devices.

Some sites accessible on the Internet may contain offensive material, which, if accessed or downloaded, violates Briarwood's Policy on Sexual Harassment. The Briarwood School has taken precautions to restrict access to controversial Web sites by implementing the Palo Alto Next-Generation Security Platform. However, on a global network, complete control is impossible. The availability of offensive material on the Internet does not imply that Briarwood approves or endorses its content. Briarwood's Policy on Sexual Harassment prohibits users from retrieving in any form questionable material on its computers. It is the burden of the user to avoid Internet sites, which violate Briarwood's Policy on Sexual Harassment.

Extensive use of the Briarwood School's technology resources for private or personal business is unacceptable.

Acceptable Use of Technology Resources

Students agree to the following terms as a condition of having network access:

1. **Appropriate Use:** Student use of the Briarwood School computer network and resources must be consistent with the philosophy of The Briarwood School and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of The Briarwood School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
2. **Vandalism/Hacking:** Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes the use of Secure Shell (ssh), proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Briarwood School
3. **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
4. **Inappropriate Messages:** Students will not use their Briarwood access to transmit threatening, obscene or harassing materials, including chain letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.

5. Inappropriate Material: The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
6. School Personnel: Students should not email, post to websites or blogs, images, photos or video of employees of The Briarwood School. This includes the creation of fan pages or groups on social networking sites.
7. Private Use: Students will not provide their Briarwood access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
8. Personal Privacy: Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
9. Unauthorized Programs or Computers: Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.
10. Copyright: Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of The Briarwood School.
11. Plagiarism is a violation of the Briarwood school's AUP. Students must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

All terms and conditions as stated in this document are applicable to The Briarwood School. These terms and conditions reflect the entire agreement of the parties and supersede all prior or written agreements and understandings. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas and the United States of America.

Personal Responsibility

Students agree to not only following the rules in this policy, but are agreeing to report any misuse of any computer system to their teachers or administrators. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

••• PARENT/STUDENT PERMISSION FORM AND USER AGREEMENT •••

As a parent /legal guardian of a Briarwood student, I have read and agree to the Briarwood Technology AUP for Students. I understand that this agreement will be in effect and kept on file at the school for the duration of my child's enrollment.

Student name (please print) _____

Student Signature _____ Date: _____

Parent name (please print) _____

Parent Signature _____ Date: _____

(If you have any questions or concerns, please feel free to contact the Director of Technology at nickm@briarwoodschool.org or the Head of School at cwills@briarwoodschool.org)