

## Acceptable Use Policy

The *Acceptable Use Policy* guidelines apply to Students, Faculty, Staff, and Administration at RHSM for the use of laptops and all school computers. Violations of the Acceptable Use Policy may result in restrictions of network access, use of technology, or other disciplinary or legal action, left to the discretion of each division, under the authority of the head of school. All state and federal laws apply.

1. **RHSM students, faculty, staff, and administration are responsible for all material posted from their accounts.** Users must employ a password and may not allow others to use their passwords or accounts.
2. **Users must not disable or delete Administrator accounts, Apple Remote Desktop, and Share names.** These tools are essential for maintenance and upkeep of software and networks.
3. **Accessing another user's computer without permission is prohibited.** This rule applies to all networks and systems. Users must not make any effort to bypass systems that protect a user's material. Taking advantage of another user who inadvertently leaves his computer without logging out is an equal offense.
4. **Attempting to compromise network security, impair network function, or bypass a restriction is prohibited.** Users must respect the security and confidentiality of electronic material. Users must not make any effort to gain access to information to which they have no rights.
5. **Improper use or distribution of information is prohibited.** All copyright laws and rules of plagiarism apply. All materials obtained through electronic networks must be properly documented. Any questions about what constitutes a violation should be brought to a faculty or staff member.
6. **Use of the RHSM networks for political and/or commercial purposes or in support of illegal activities is prohibited.** RHSM maintains all electronic networks for academic and school-related purposes. Any questions about a particular activity should be brought to Patrick Godfrey.
7. **Use of the RHSM networks and technologies is a privilege not a right.** Patrick Godfrey will track the network for activities that violate the Acceptable Use Policy or degrade system performance (computer games, large downloads, mailing lists, etc.). When the use of the networks appears to be excessive, a user may be required to decrease usage or stop the activity altogether.
8. **Users are representatives of RHSM and are expected to behave accordingly at all times.** Those unsure of what constitutes appropriate use should ask themselves, "Will my actions reflect positively on the school and the RHSM community?"

9. **Users should be aware that some material on the Internet is objectionable.** RHSM users will not access objectionable information (pornography, vulgarity, gambling, extremism, etc.). As with objectionable material available in other media, parents should discuss appropriate expectations with their children.
10. **Users should not give out personal information over the Internet.** Users will bring any questions or concerns to an administrator or teacher.
11. **Users should evaluate any website for its validity.** Websites can be put up by anyone; no information or content should be accepted at face value. Always determine the source of information before using it.
12. **Users must read and respond to e-mail at least twice daily.** Excusing oneself for not knowing about information sent via e-mail is not acceptable. Users should check their e-mail in the morning and before leaving campus for the day.
13. **All users should observe the following e-mail etiquette.** As a rule, users should never write anything in an e-mail that they would not say face-to-face. Personal or highly charged exchanges are best handled in person. Correspondence should be courteous and appropriate. The same rules of courtesy apply to bulletin boards, chat rooms, Instant Messages, blogs, and similar forms of exchange. All exchanges should show respect for the rights and feelings of others.
14. **Users are responsible for their computers and its security.** Users must keep laptops in their possession or locked up at all times. Computers should be stored in approved cases and not in bookbags. Unattended computers will be picked up and taken to the US Main Office for safe-keeping. Only the owner may retrieve a computer from the office.
15. **School rules and disciplinary procedures regarding behavior such as hazing, harassment, and plagiarism are applicable to network users.** This rule applies to all RHSM electronic networks both at school and those available outside of school. Users may be held accountable for material posted on or from their accounts while off-campus
16. **All RHSM networks are the property of RHSM.** RHSM will respect the privacy of all network users. However, RHSM is responsible for investigating possible violations and for enforcing rules governing the network.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_