



L A N D O N

Landon Community Acceptable Use Policy

Landon School provides network and Internet access for students and Landon School employees. Access is provided for the purposes of authorized academic, instructional, research, and administrative purposes. This network includes all computers on campus including, but not limited to, those located in classrooms, special purpose rooms, computer labs, administrative offices, and libraries. As a member of the community, you are expected to be responsible in your use of our network and technology resources.

Who can use the computers and for what purpose?

The Landon School network is maintained for the use of the entire school community of students, faculty, and staff. Network access is restricted to those who have active accounts issued by the School.

All members of the community are granted free and equal access to as many network services as the education program and technology allows. Users are encouraged to explore the Internet and other resources for academic gain.

To ensure reasonable, efficient, appropriate, and safe use, Landon School periodically monitors the installed systems, internet usage, and accounts used by students, faculty, and staff.

Landon School believes in treating its students, faculty, and staff with respect and, in turn, expects that these students, faculty, and staff treat one another with respect. However, all users must be aware that information assets (computers and the information that users might store on them) belong to Landon School and the School has the right to gain access, for security and legal reasons, to any of those assets, if deemed a necessity.

User responsibilities

The list below was crafted to convey a sense of the types of activities that are allowed and not allowed, giving some reasons where appropriate. It is not to be considered an exhaustive list of all prohibited activities. Such a list could not possibly be all-inclusive. The School may need to modify this policy as emerging technologies are introduced and situations warrant. If in doubt as to whether an anticipated use of the network is acceptable, you should first ask a member of the Technology Department.

-To protect users from unwanted contact or harassment, Landon School community members are instructed not to give out any personal information pertaining to themselves or others. Computer account passwords are confidential; providing your user name and password to anyone and/or allowing them to access the Landon School network is prohibited. Passwords must not be kept where they are visible or accessible to others. Use of another person's identity, account, user name or password, or otherwise gaining unauthorized access to computing or network resources is also prohibited.

1. Passwords are provided for some of the online research resources, grade book programs, and access to personal portals so that community members may access these from home. To access these resources using these IDs and passwords, you must be currently enrolled or employed at Landon School or be a parent of a currently enrolled student at Landon School. Distribution of this information to persons not currently enrolled or employed at Landon School, or not a parent of a currently enrolled student at Landon School, is not allowed. Once you leave Landon School, you are not permitted to use -these programs or services with the IDs or passwords given to you by Landon School.
2. When leaving a computer unattended, the user must log off of the network.

3. The network is a free and open forum for expression. Considerate and respectful disagreement is welcome. Harassing, insulting, or attacking others is not allowed. Offensive speech is disrespectful of the rights of others; be polite in your messages.
4. The school is aware that there are some areas on the Internet that have objectionable material. Accessing or downloading this material is prohibited. Transferring of defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially/ethically offensive, or illegal material on the network is also prohibited. Internet filtering software is maintained; however, the non-blocking of a web site does not imply that it is appropriate to view. Material used should have educational value and promote academic excellence.
5. Plagiarism is prohibited and users are expected to adhere to all state and federal copyright laws. Transfer or use of copyrighted material without the express consent of the owner is a violation of Federal Law.
6. Deliberately spreading computer viruses is harmful to the network and is considered vandalism.
7. The licensing terms of programs not purchased by Landon may not permit their use on our network. In addition, such files can consume large amounts of user disk space. For these reasons and to facilitate the general integrity of the network: the installation, storage, or running on the Landon network of programs, applications, utilities and other executables not explicitly authorized by the Technology Department is generally prohibited. Therefore, do not change workstation settings or add software to computers unless you are otherwise authorized.
8. Landon.net provides a platform on which to communicate information about curriculum, instruction, school activities, and other general information relating to a class or to the school. Web site authors must maintain information with a clear distinction between class and ancillary material. All content and links to external web sites are expected to be appropriate for Landon users. These external links must be checked regularly for content while used on a Landon web page. Although some areas of the Landon site are password protected, authors must always follow copyright laws, and avoid associating student photos with names.
9. Electronic storage space for personal files is limited; you are encouraged to delete any inactive files that you have stored on the network. To ensure adequate storage for everyone, the System Administrator may periodically purge inactive files. Advance notice will be given before purges occur.
10. Using Landon School's computers or network for commercial purposes is not allowed.
11. Landon's e-mail system and distribution lists are for school business. Limit personal emails and avoid mass solicitations unrelated to school, including non-Landon fundraisers and third-party messages.
12. Personal use of computers and printers should be kept to a minimum. Large print jobs of a personal nature are not allowed.
13. As a federally tax-exempt nonprofit organization, Landon School must not participate in campaign activity for or against political candidates or any lobbying activities. Therefore, any use of the Landon network for such activities is prohibited.
14. Use of Landon computers for game playing is expressly forbidden for all members of the community, with the exception of a specific academic purpose in a course, club, or grade-level activity. Downloading or playing music or video files for personal use is inappropriate.
15. Personally-owned electronic devices (e.g. computers, Blue Tooth devices, cell phones) may not be connected to the Landon network for access to files or Internet service.
16. All Landon School students, faculty, and staff are representatives of the School. Exemplary behavior is expected on "virtual" field trips and when visiting locations on the Internet. Use the Internet to complete academic work, and make only those contacts that will lead to justifiable, ethical, and legal academic pursuits.

Landon School makes no guarantee that the services provided will be error-free or without defect. The School will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service.

Disciplinary responses to violations of this policy may include loss of computer privileges. Please refer to "Guidelines and Procedures for Disciplinary Infractions" for more specific details at www.landon.net.