

## THE PAUL SCHOOL COMPUTER SYSTEMS USE POLICY

Access to the student's computers at the Paul School should be used only as a tool for education. Any inappropriate use will result in the cancellation of those privileges and/or disciplinary action which may include suspension or expulsion by school officials. A student's activities while using the computers at the Paul School must be in support of education and research, and consistent with the educational climate that is conducive to the personal and professional development of each individual. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff, and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community. To enforce this, the following criteria will be effective immediately. Any deviation from this standard cannot be tolerated.

**Desktop:** The computer shall only contain the hard drive icon and one icon to the student or faculty member's personal folder structure. The standard background cannot be changed and the icons cannot be personalized.

**Folder Structure:** The following is a folder structure that will be easier to manage from the student's perspective and the faculty as well. There should be no need to have items in any other folder.

Structure:

Desktop->HD

->Documents folder

->"Student/faculty name" folder

->"Subject matter folder" ex: Science

English

Social Studies, etc.

**Internet:** Access to the internet should be for school use only. Any images, video, music, documents, etc., downloaded, that are not consistent with the subject matter will result in disciplinary action.

**Password:** Require that the teachers do not change the password on their computers to a personal password unless it is approved by upper administration. They must keep the standard. This will ensure ease of managing, and will also reduce the opportunity of use that is not intended for job function.

**Internet access software:** Safari and Internet Explorer. No others are necessary. The more we have the harder to manage.

**Privacy and Protection:** The user shall not use another person's identification, account or password without his or her permission, and good reason. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek read, provide, remove, reconfigure, or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the District without the permission of those other computer users or the District. A user must obtain permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

The District needs to ensure that its information technology infrastructure is secure, reliable, safe, and efficient. To that end, it is necessary to implement this policy to ensure the protection of data integrity.

**Mr. Nathan Fogg, Chairperson**  
**Mrs. Laurie Howe**  
**Mr. Rodney Cools**  
**Mr. Jason Brown**  
**Mrs. Margaret Howard-Hilton**

**Adopted by the Board:** 6 September 2006