



Colorado Rocky Mountain School

Student Computer Usage Policy

Summary

The privilege of using the Colorado Rocky Mountain School computing facilities is accompanied by the responsibility of exercising high standards of honesty and considerate behavior. In particular, students are expected to use the computing facilities only for their academic work, to show consideration to others, to respect the privacy of all other users, and to obey all relevant laws.

The Colorado Rocky Mountain School thus reserves the right to withdraw services from all students if services are generally misused, and to deny access to services, and to take other disciplinary action against individual students who misuse computing facilities.

Guidelines for Acceptable Use

The main principles defining "acceptable use" are those stated above: to use computing facilities only for the academic purpose for which they are provided, to show consideration to other users, to respect the privacy of all other users, and to obey all relevant guidelines.

- You may use the facilities available in any of the laboratories, if the laboratories are not being used for a class, and if you are not unreasonably depriving other students of access. Do not occupy a terminal for excessive periods if other people are waiting.
- All users are responsible for immediately reporting any damage or malfunction of any hardware, software, security or other component of CRMS network systems to proper administrative or faculty.
- You may use personal computers in our laboratories but are required to have and maintain anti virus software.
- Use of personal computer follows the same guidelines as school computer when connected to the CRMS network.

Examples of Unacceptable Use

Activities which obviously violate the above principles of acceptable use are unacceptable. Disciplinary action may be taken against students found to be using computing facilities in an unacceptable manner.

The following examples illustrate different forms of unacceptable behavior

Security and Privacy

It is considered unacceptable to:

- use the facilities for any purpose other than those prescribed or explicitly permitted by the Colorado Rocky Mountain School.
- intentionally access or attempt to access another user's account, programs or data files with or without their explicit permission (except for group projects where a prior arrangement has been made for a number of students to collaborate on a project).
- otherwise use the computer systems for any form of cheating or plagiarism.
- attempt to gain unauthorized access to any computer system within or without the Colorado Rocky Mountain School; or attempt to circumvent any hardware and/or software protection, or prescribed resource limits.

Interaction with Other Users

It is considered unacceptable to:

- use computing and communication services (e.g., electronic mail and network news) to propagate abuse or any other material that contravenes the Discrimination Laws or Harassment Laws (or is otherwise insulting, rude, abusive or offensive);
- have any publicly accessible files in your account that contain abuse or any other material that contravenes the Discrimination Laws or Harassment Laws (or is otherwise insulting, rude, abusive or offensive)
- disrupt the available services by performing any action that denies access of other users to the computing resources or adversely affects their use of the facilities. This includes:
- running, eating, drinking, talking loudly or playing music in a computing laboratory or near computing equipment and other users;
- playing any games on the computing systems.

Illegal Use of Software

It is not permitted to:

- perform any action that is in breach of the Copyright Act, in particular downloading, copying or donating copyrighted software;
- download or store any commercial, shareware or freeware software not related to your academic work, without prior approval from the school
- install and/or use any executable program, other than those created during the program of your own academic work, without prior approval from the Colorado Rocky Mountain School.

Online communities

- Cyber bashing, bullying or defaming of students and/or faculty is probationary, and could lead to a dismissal from school.
- Impersonating anyone and creating an online profile for this individual is a form of dishonesty, and is therefore, probationary and could lead to a dismissal from school.
- Violating school expectations (this includes the times when school is out of session), will in all likelihood result in disciplinary consequences, including suspension from school and may effect any leadership position a student may have or is making application for.
- CRMS does not permit you to reference the school by name on your online community profile or blogs.
- If you are going to post photos of faculty or staff, be sure to ask permission of the individuals in your photograph.

Other Hardware and Software Issues

It is considered unacceptable to:

- willfully or through negligence damage or alter the arrangement of the Colorado Rocky Mountain School computing hardware and/or software. This includes connecting laptops or any other device to computers or networks;
- attempt to interfere with supervisory or accounting activities of the Colorado Rocky Mountain School computer systems or obtain systems privileges to which you are not entitled. Any such attempt is considered a serious transgression;
- Students may not save personal files on the local hard disk unless directed to do so by the person in charge. They may save their materials to a data disk, or to the Student's My Documents Folder or to a class My Documents folder, which is stored on the main server. This folder is provided as a place for students to store school-related documents and may be accessed from any Colorado Rocky Mountain School computer designated for student use.



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Dealing with Violations of These Guidelines

If your actions are found to be in violation of the above guidelines, the following actions will be taken:

- your access to the computing facilities will be suspended immediately; and your account/computer account on the central systems will be suspended;
- You will be required to appear before the Colorado Rocky Mountain School Discipline Committee members who will determine what disciplinary action needs to be taken.

Return this page only.

I the parent have read and understand the Student Computer Usage Policies:

Parent Signature: _____

Date: _____

Print Name: _____

I the student have read and understand the Student Computer Usage Policies:

Student Signature: _____

Date: _____

Print Name: _____

Return this page only.