



Technology Acceptable Use Policy for Students at Glenlyon Norfolk School

Acceptable Use

GNS networks and resources are to be used in a responsible, efficient, ethical and legal manner and must be used in support of the educational objectives of the School. This acceptable use policy also includes personal technology (including but not limited to smartphones, laptops, tablets, and wearable devices) that may be used to access school resources.

This acceptable use policy also includes the school's online learning platforms established in March 2020 due to COVID19. Further, we remind students that while they engage in online learning, they are expected to practice respectful online etiquette, including adhering to the instructions of the online moderator/instructor/teacher.

On the GNS network, login IDs and passwords are provided for each user's personal use only; passwords must not be revealed to others. Shared accounts will be deleted. Each user is responsible for all activity that takes place in their account(s).

Students should be honest and fair in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

Unacceptable Use

Unacceptable use includes but is not limited to the following:

- Circulating political or campaign information
- Violating copyright laws
- Distributing material for commercial purposes
- Using threatening or obscene language
- Distributing false or defamatory information about a person or organization or to harass another person, or to engage in personal attacks of any kind
- Transmission or collection of materials in violation of government regulations and laws

Digital Technology

The use of digital technology (audio recorders, cameras, apps, video cameras, scanners, etc.) on campus and in online GNS learning should be limited to academic use only. Specifically:

- Recording devices may not be used to record another person who has a reasonable expectation of privacy without the person's prior knowledge and consent; this is inclusive of any online learning platform or online meeting space facilitated by GNS.
- Recording devices may not be used in a way that would violate another person's copyright.

- Recording devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy (defamation). This means that during online learning, students are not to record, distribute or share any of the online resources or images/screenshots of their peers or instructors.
 - Recording devices may not be used in any GNS-led online forum or classroom without permission from a teacher or principal.
 - Some online learning meetings may be recorded by the teacher facilitating the meeting/learning, and they will inform the meeting participants ahead of time.
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Software Security

Only members of the Technology Services Department or those designated by them are to install software on school computers.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment, programs and/or data of anyone connected to the network or Internet. This includes but is not limited to uploading, creating or transmitting computer viruses, hacking, theft and unauthorized intrusion. Vandalism will result in cancellation of user privileges and disciplinary action, and may also result in legal action.

Privacy

While GNS intends to maintain a secure network environment, E-mail, Web use, and files in student accounts are not guaranteed to be private in our school setting. Activities relating to or in support of inappropriate or illegal activities will be reported to the authorities. For more information please refer to the GNS Privacy Policy on the school's website. Students' use of technology may be subject to periodic checks by GNS faculty. GNS Technology Services staff has access to student accounts. Accounts may also be checked periodically to ensure that their use adheres to the guidelines outlined here.

Prohibited Uses of Your Laptop

All students are required to follow the GNS Acceptable Use Policy. They may not use their GNS Laptop:

- In locker rooms or restrooms;
- To video capture, photograph, or audio record others in the school building, on school property (including include school buses and other school vehicles), or at school activities (unless recording a public performance such as a game, concert, contest, etc.) without the written consent of a teacher, coach, or school administrator;
- To ask for or send photos and/or videos of other students without written consent and direction of a teacher or school administrator;
- To create, send, access or download material which is abusive, hateful, harassing, sexually explicit, or acts considered cyberbullying;
- To conduct any commercial business, without the written consent of a teacher, coach, or school administrator;
- To conduct any illegal activity including violation of copyright laws;
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any unapproved software or copy school software;
- To use any hacking, phishing, or packet capture tools;

- To request personal information about other students including but not limited to an email address, phone number, home address, and physical description for sharing.