 THE COLBURN SCHOOL	Wireless Network Acceptable Use Policy	
	Document Number: IT-POL-006	Issued: 21-Apr-2008
	Department: Information Technology	Effective: 01-May-2008

A. POLICY STATEMENT

The Colburn School provides free guest and academic wireless networks for the purpose of accessing the Internet for its students, faculty, employees, contractors/consultants, and guests/patrons. Use of the Colburn School wireless network (“Network”) is governed by all applicable local, state, and federal codes, laws and regulations, and this Wireless Network Acceptable Use Policy (“AUP”). All users are expected to use the Network in a legal and responsible manner, consistent with the Colburn School’s code of conduct and the educational and informational purposes for which it is provided. By using the Network, the user agrees to the terms of the AUP as outlined below.

B. SCOPE

The AUP applies to users of the Network. The word “user” is used to refer to any person, entity or business that accesses the Network: students, faculty, employees, contractors/consultants, guests/patrons.

C. AUTHORITY


User should have no expectation of privacy regarding their use of the Network and/or Internet access or files, including email. By using the Network, users are granting permission for authorized IT staff to monitor electronic communications. The IT department does not monitor personal communications on a regular basis, but may do so on occasion to monitor network performance and to ensure adherence to this AUP. The Colburn School, its network administrators and authorized IT staff also monitor the use of IT resources to help ensure that uses are secure and in conformity with this policy. The Colburn School reserves the right to examine, use and disclose any data found on the Colburn School’s information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. The Colburn School may also use this information in disciplinary actions, and to cooperate with legal authorities and /or injured third parties in the investigation of any suspected crime or civil wrong in compliance with applicable laws and regulations. Such cooperation may include, but shall not be limited to, providing account or user information as well as the monitoring of the Network in compliance with applicable law.

D. PRIVILEGES OF NETWORK USERS

The primary purpose of the Network is to provide a convenient wireless means of Internet access for the user. The Colburn School wireless users will be granted exclusive limited access to this Network in the designated hotspot areas, as technology and network capacities allow, and as restricted by this AUP. Users may not resell the service or provide the service to third parties in exchange for any form of compensation.

E. RESPONSIBILITIES OF NETWORK USERS

1. **Access and Privacy.** Access to the Network is through individual accounts with password protection. All willful violations of this policy that are traced to an individual account will be treated as the sole responsibility of the owner of that account. Users will be responsible for all activities occurring under the user’s username and password, and for keeping the user’s password

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secure. Users may only use their assigned accounts. Users shall not: (a) share their username and password with others; (b) view, use data areas of the network to which they are not authorized; or (c) distribute private information about themselves or others using the Network.

2. **Intellectual Property.** Users must respect all copyrights. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials without the explicit permission of the copyright holder. Plagiarism and the downloading or sharing of copyrighted materials in violation of law is strictly prohibited.
3. **Security and Integrity of Electronic Resources.** Wireless Internet access is inherently not secure, and users should adopt appropriate security measures when using the Network. Users must be aware that as they connect their devices through the Network they expose their devices to: worms, viruses, Trojan horses, denial-of-service attacks, intrusions, packet-sniffing and other abuses by third-parties. The Colburn School highly discourages the conducting of confidential transactions (such as online banking or credit card usage) over any wireless network, including this one. Users are responsible for providing security measures that are suited for the user's intended use of the Network. Users shall take full responsibility for taking adequate measures to safeguard data from loss.

Users will conserve, protect and share network resources with other users. For example, the running of programs, services, systems, processes or servers by a single user, or group of users, that may substantially degrade network performance or accessibility will not be allowed. Electronic chain letters, unsolicited messages or materials, bulk email, or other forms of solicitation ("spamming"), mail bombs and excessive recreational use of the network which overburden, impair or interfere with the network's functioning are prohibited. Any action which promotes or furthers pornographic or inappropriate usage is prohibited including use to further any illegal purposes. Connecting to "Peer to Peer" file sharing networks or downloading large files, such as CD ISO images, is also not allowed.

Users shall not destroy or damage data or other resources that do not belong to them. Users must report any security risks and/or other violations to a teacher or network administrator.

4. **Availability.** The Colburn School has tried to ensure wireless access is available throughout its campus buildings and public facility areas. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point. If you have trouble accessing the Internet or staying online, please move to a different location within the school campus. Please also know that wireless technology is a shared resource, therefore, speeds will be directly affected by the number of simultaneous users.
5. **Equipment.** Users are responsible for ensuring they have the appropriate compliant wireless card that supports the WiFi standard (IEEE 802.11b/802.11g) and are running up-to-date antivirus software on their wireless device. Users are responsible for all devices they connect through the Network. Users are responsible for securing their own wireless equipped devices prior to making connections to the Network.

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6. **Prohibited Illegal Uses.** Users will not use the Network to violate any applicable federal, state, local or international laws, including without limitation:
- a. Users will not access, transmit, copy or create any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames, discriminates, or invades the privacy of any other person or entity.
 - b. User will not use the Network to encourage, commit or further any crime, act of terrorism, or fraud, or to plan, including, but not limited to, acts of terrorism, engaging in a pyramid or ponzi scheme, or sending chain letters.
 - c. User will not use the Network to access, transmit, copy or create any material which infringes the patents, trademarks, copyrights, trade secrets or proprietary rights of a third party.
 - d. User will not use the Network to gamble or conduct any other illegal activity, such as access, transmit, copy or create any material that is illegal (such as stolen materials or pornographic, obscene or profane materials).
7. **Other Prohibited Uses.** Users will not access, transmit, copy or create material that violates the Colburn School’s code of conduct. Users will not use the Network for financial gain, political advertisement or commercial or political activity. Users will not buy, sell, advertise or otherwise conduct business using the Network, unless approved as a school project.

Users will not disrupt the Network, including without limitation:

- a. User will not access the accounts of others or attempt to penetrate the security measures of the Network or other computer systems (“hacking”) or to cause a disruption of the Network’s availability to other online users.
 - b. User will not use tools designed for compromising network security, such as password-guessing programs, cracking tools, packet sniffers or network probing tools.
8. **Students.** The Network is provided to student users for educational purposes, which include conducting research and communicating with other students. Students are responsible for good behavior on the Network, just as in classrooms and other areas of the Colburn School. If a student is under the age of 18, parent permission is required before access will be given.
9. **Children.** In accordance with the Children’s Internet Protection Act (CIPA), no one under the age of 18 is permitted to access computer sites, chat rooms or email that contain obscene or sexually explicit material harmful to minors. Adults are not allowed to display such materials within view of minors. The Network has been set to filter out materials as outlined in CIPA. However, parental supervision of children using the Internet is advised, even with filtered access. Authorized IT staff monitor computer use and will immediately disconnect a site in violation of CIPA. Further, any individual that continues to display such materials will lose Internet privileges and may be subject to the range of sanctions as described in this policy.

In addition, elementary-age students should be aware of basic Internet safety rules before they are allowed to surf independently. These rules include without limitation:

- Telling your parents right away if you come across any information that makes you feel uncomfortable.

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- Never agreeing to get together with someone you 'meet' online without first checking with your parents. If your parents agree to the meeting, you will make sure it is in a public place and you will bring your mother or father along.
- Never sending a person your picture or anything else without first checking with your parents.

10. **Printing.** Printing is not available over the Network. If users need to print, they should save their work to a portable storage device or wait to print a document on a home printer (guests/patrons), or on a network printer via a wired connection to the Local Area Network (students/faculty/staff).


F. NO WARRANTIES; LIMITATIONS OF WIRELESS NETWORK ACCESS

1. The Network is provided “AS IS”, and the Colburn School makes no warranties of any kind, expressed or implied, for the wireless network access it is providing, including without limitation all warranties of title, non-infringement, merchantability or fitness for a particular purpose.
2. IN NO EVENT SHALL THE COLBURN SCHOOL BE LIABLE FOR ANY DAMAGES USERS MAY SUFFER AS A RESULT OF ACCESSING THE NETWORK, INCLUDING ANY LOST DATA, UNDESIRE RESOURCE USAGE OR DETRIMENTAL EFFECTS THAT MAY OCCUR TO THE USER’S DEVICE AND SOFTWARE WHILE THE USER HAS HIS/HER DEVICE ATTACHED TO THE NETWORK, OR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, WHETHER BASED ON WARRANTY, CONTRACT TORT OR ANY OTHER LEGAL THEORY, EVEN IF THE COLBURN SCHOOL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
3. The user hereby releases the Colburn School from liability for any lose, damage, security infringement or injury which the user may sustain as a result of being allowed access to the Network. The user agrees to be solely responsible for any such loss, infringement, damage, or injury.
4. The user is responsible for any actions taken from his/her device, whether intentional or unintentional, that causes damages or otherwise affects other devices or users of the Network.

G. VIOLATIONS AND SANCTIONS

Users should report any knowledge or evidence of violations of the Acceptable Use Policy to helpdesk@colburnschool.edu.

Users who violate this Acceptable Use Policy may be subject to the Colburn School’s disciplinary code and sanctions including, but not limited to, termination of network privileges. The Colburn School has the authority to temporarily revoke network access or take other appropriate action in order to maintain network security and reliability.

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H. REVISIONS AND TERMINATION

The Colburn School reserves the right to revise or terminate the Network and this Acceptable Use Policy at any time, for any reason, without notice or liability to any user or any third party. Usage of the Network indicates that you understand and agree to the terms and conditions listed herein and to any revisions. Upon accessing the Network, users should visit the AUP posted at www.colburnschool.edu/AUP to review the current terms, as they are binding upon all users.

I. CHANGE HISTORY

Version	Change	Effective Date
Version 1	New Policy to establish prudent and acceptable practices regarding the use and safeguarding of the Network.	01-May-2008

J. SIGNATURE

The Colburn School must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and the Colburn School must keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the Network due to violation of this policy or because the student no longer attends the Colburn School. Even without signature, all users must follow this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate official.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____	_____
User Printed Name	Email Address
_____	_____
User Signature	Date
_____	_____
Parent/Guardian Printed Name	
_____	_____
Parent/Guardian Signature	Date

PARENTS: PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM.

STUDENTS: PLEASE PRINT AND RETURN THIS SIGNED FORM TO THE SCHOOL WHERE IT WILL BE KEPT ON FILE. IT IS REQUIRED FOR ALL STUDENTS THAT WILL BE USING A COMPUTER NETWORK AND/OR INTERNET ACCESS.