



GREENSBORO DAY SCHOOL

Middle and Upper School Technology Policies

The Greensboro Day School network is designed to support the program and academic needs of faculty and students on campus. In order to ensure a safe and efficient network, no one should attempt to bypass network security. The school has established policies regarding the use of our network and technology resources. Greensboro Day School expects students to follow these divisional guidelines at all times.

Technology and the GDS Honor Code.

The following are Honor Code offenses.

- Using another person's ID on any network resource (lying)
- Plagiarizing electronic information (cheating)
- Pirating copyrighted software or files (stealing)

Internet

In order to access the internet on campus a student must authenticate to the GDS network.

GDS does filter the Internet and track web pages viewed for on-campus users; however, such a system can never be foolproof. Therefore, users are expected to practice personal responsibility and not access objectionable or inappropriate information. The school administration is the ultimate judge of what is considered objectionable or inappropriate content at school. At GDS this includes, but is not limited to:

- Hacking sites
- Material that is obscene
- Sites that advocate hatred, violence, or discrimination towards other people
- Sites that advocate illegal acts or contain instructions for building illegal devices
- Sites designed for socializing, dating, introductions, etc.
- Gaming sites

Network

- All computers must be identified and authenticated to the network by standard GDS convention.
- All files stored on the GDS system are the property of GDS. The System Administrators and Technology Specialists may access them at any time.
- Personal files and software should not be saved in folders on the GDS network.
- Possession of hardware or software, port scanners, or system settings designed to probe or bypass network security is not permitted.
- Possession of software intended to spread destructively is not permitted.
- Software that uses large amounts of bandwidth for non-academic purposes are not permitted to be active on campus.

Email

- Email will be considered personal. System administrators will access it only if a problem occurs.
- Email accounts may not be used to harass others, send "chain" letters, send inappropriate or offensive messages, or conduct a business.
- Students who receive harassing or threatening messages from on or off-campus must notify their advisor or another faculty member.
- The content of email or conversations in chat rooms is expected to be appropriate at all times.
- Grade-level mailing lists are for school business only.
- Emails to the entire school are permitted only with permission from the Technology Coordinator
- All read messages are deleted from the server after ninety days.

Student Web Pages and Blogs

- GDS provides server space for students to post web pages and blogs. Such pages and blogs must follow the above policies and meet the following additional guidelines:
- Pages/ blogs must be used for academic purposes and approved and monitored by faculty.
- All language on student sites/blogs must be appropriate for a TK-12 school environment.
- Pages/blogs may not promote a business.
- Pages/blogs may not be used to mirror off-campus sites.
- Pages/blogs may not link to any site considered unacceptable (see above).
- Pages/blogs may not serve software or non-academic file downloads.
- Pages/blogs advocating for a non-school cause or organization must have faculty sponsorship.

Possible Consequences for violations of the previous guidelines

- Demerits
- Appearance before Disciplinary Committee (US only)
- Conference with Division Director
- Loss or restriction of technology privileges
- Detention or suspension
- Appearance before the Honor Board
- Parental notification
- Community service to the school

A very serious infraction or repeat offenses could result in separation from the school. Students are expected to use their laptops responsibly. Misconduct could result in the following consequences. For example, but not limited to:

◆ Misuse	◆ Possible Consequences
◆ Instant messenger activity Never allowed on campus	◆ Demerits (1-3). ◆ Loss or restriction of classroom use of laptops (possible alternative assignments) ◆ Detention/service work to the school
◆ Personal Entertainment Not allowed to download music files or other software for entertainment purposes Listening to music and/or movies without headphones	
◆ Gaming Not allowed to play on-line/LAN games between the business school day (7:30-5:30) Middle School students are not allowed to play personal games during the school day. Upper School students are allowed to play personal games during Open Campus and Lunch.	
◆ Network Access Internet use without proper authentication to GDS Network Authentication under another user's account. Authentication through VPN.	
◆ Security/Responsibility Laptops not secured in a locked locker or room. Laptops and accessories not labeled. Laptops not brought to school daily Students may not handle others' laptops without permission.	
	◆ Laptop secured in help desk or administrative offices. ◆ First offense, warning ◆ Second/Third offense, parental contact ◆ Multiple offenses, parental conference