



Middlesex is a community by invitation, where members apply to join the community and agree to meet the School's standards, expectations, and responsibilities. We agree to the "terms and conditions" of being a member of this School community. Our standards may be higher than other schools or work places, and for adults, our standards and expectations reflect our enhanced responsibilities dealing with children.

Middlesex School provides access to and oversight of technological resources for the benefit of the community. Developing and applying clear and sound standards is a matter of maturity, self-discipline and personal safety, and community expectations and disciplinary concerns. Middlesex School grants its community access to a wide array of computer and mobile technologies, access to the Internet and other associated networks, and use of various software programs and peripherals ("**Middlesex computing resources**").

In order to make the Middlesex computing resources available, all users must take full personal responsibility for appropriate and lawful use of these resources. It is important that all users understand that one person's misuse of the Middlesex computing resources may jeopardize the ability of all to enjoy such access.

The following policy is meant to supplement, not supersede, the rules and guidelines of Middlesex School's Code of Conduct and

Handbooks. Due to changes and shifts of technology, no policy will be able to anticipate or articulate every possible area of risk or responsibility. Therefore, as a guiding principle, the same standards of judgment, accountability, and citizenship articulated in our Handbooks apply to the use of technology, "respect for self, others and community" foremost. In sum, technology use of any kind while a member of the Middlesex community is subject to all School expectations, rules, procedures, and discipline.

### **Scope of Technology**

Because these guidelines refer to expectations, community standards of behavior, policies, guidelines and rules described here refer to all technological devices (including but not limited to computers, mobile devices, cell phones, etc.), technology infrastructure including access to Internet or any other communication or computing networks, associated peripheral devices and/or software packages:

1. Owned by, leased by and/or issued or made available to users by Middlesex School.
2. Owned by, leased by and/or issued or made available by Middlesex School to any third party engaged in providing services for Middlesex School. For purposes of clarity, these resources, together with the resources identified in item (1), immediately above, are included in the definition of "Middlesex computing resources."
3. Any computing or telecommunication devices owned by, in the possession of, or being used by faculty, staff, or students associated with Middlesex School -- other than Middlesex computing resources -- whether or not such devices are used in conjunction with Middlesex computing resources ("**personal devices**").

### **Privacy**

*To express online is to publish, and to publish online is to make public – choosing to broadcast, share, and/or publish via the Internet constitutes actions that fall within the scope of our Handbooks.*

1. **Use of Middlesex computing resources.** Users of the Middlesex computing resources should consider such access a privilege, not a right, and have no expectation of privacy. Middlesex School reserves the right to monitor, inspect, copy, and/or review at any time and without prior notice any and all usage of its Middlesex computing resources.

2. **Use of Personal Devices for School-Related Purposes.** Middlesex School recognizes that faculty, staff, and students will use personal devices for a range of personal communications and personal activities that are unrelated to the Middlesex School community. Personal use of a personally-owned device should not necessarily be treated for all purposes in the same manner as use of Middlesex computing resources. There are some circumstances, however, where personal devices are used in ways that affect the Middlesex School community. When serious concerns arise, oversight of these uses may be necessary to preserve the safety and shared values of our School community.

First, for student health reasons, we request that students do not bring personal hot spots to campus. Middlesex School, accordingly, reserves the right to access and review activities and communications that take place through personal devices, where those activities or communications, in the School's judgment, violate or threaten to violate our Code of Conduct or other School policies. If at any time the School has reason to believe that such a violation (or threatened violation) exists, upon notice the user may be asked to make his or her personal devices available to the School's IT staff for the limited purpose of investigating whether or not a serious violation has occurred, or is threatened. In such instances, the School expects that users will, upon request, provide passwords or other login-credentials to the IT staff for such purposes with the understanding that the user will have the ability to change such passwords after the School has completed its investigation.

## Internet and Online Safety

- A. **Individual Responsibility:** Middlesex School, either by itself or in combination with its Internet Service Provider(s), will utilize filtering software or other technologies, in compliance with the Child Internet Protection Act, to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. If anyone accidentally accesses one of these sites, he or she should immediately exit from that site and report its availability to the Dean of Students and/or the Chief Technology Officer.
- B. **Confidentiality of Student Information:** Personally identifiable student information may not be disclosed or used in any way without the written or expressed permission of a parent or guardian and permission from the Head of School and/or the Director of Communications.
- C. **Active Restriction Measures:** Middlesex also reserves the right to filter access and to monitor computer/online activities, through direct observation and/or technological means, to ensure that community members are not accessing illegal or obscene materials. It is important to note that no filtering system is 100% effective, thus individuals should follow School guidelines and policies at all times.

## Failure to Comply

Use of Middlesex computing resources is a privilege, not a right. The School as an institution and all of its members are accountable both to internal rules and to state and federal laws. Since published/shared online Internet activity is public, it reflects upon both user and School. Middlesex reserves the right to limit, either temporarily or permanently the use of Middlesex computing resources (as well as use of personal devices where the use relates to the School or the School community) by any individual involved in a serious infraction that involves the

inappropriate use of technological resources. Inappropriate activity is also subject to both legal scrutiny and the full range of responses found in the appropriate faculty, staff, or student *Handbooks*. Any infractions that fall under the provisions of State and/or Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

## Disciplinary Procedures Concerning Acceptable Use

**Possession, procurement, or creation of materials that would be unacceptable in person, in print, or in a public forum are unacceptable through technological means as well.** It is imperative that community members understand that anything they express online is subject to the same degree of concern and responsibility as in-person behavior. Furthermore, material generated online is by nature *permanent* and subject to external judgment, regardless of intent. As in other areas issued School *Handbooks*, rules and guidelines pertaining to the use of technology are designed to preserve the safety and good standing of both individuals and the community.

As with other expectations, guidelines, and rules, it is not possible to list every potential violation of the School's Acceptable Use Policy subject to disciplinary action. For the purposes of clarity and illustration, however, actionable violations of the School's Acceptable Use Policy include, but are not limited to the following:

- Bullying, harassing, or insulting others
- Sending or displaying offensive messages or pictures
- Using obscene language or vulgarities
- Publishing or disseminating material detrimental to the School or contrary to Middlesex standards
- Violating copyright or other laws through illegal file-sharing or through any other means
- Viewing, downloading, or distributing material prohibited to minors
- Using others' accounts or passwords or assuming the identity of others
- Trespassing on others' equipment, work or files

(including those of the School)

- Damaging computers, computer systems, or computer networks or any form of vandalism
- Intentionally modifying network software configuration without approval of the Director of Technology
- Intentionally wasting limited network resources
- Employing the network for individual business and commercial purposes
- Seeking to obtain access to any materials or information through "hacking" or through other means Middlesex School has not made available to you.
- Transmitting materials known to contain viruses, Trojan horses, worms, or other computer-programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or personal information.

Users in violation of acceptable use as outlined in this document face a range of possible consequences, from loss of account privileges to separation from School. Violations involving the possibility of formal School warning and/or separation from the School will be adjudicated by the Disciplinary Committee and appropriate Administrative personnel.

## Warranties/Indemnifications

Middlesex School makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer and mobile technologies, network access, and its Internet services under this policy. It shall not be responsible for any claims, losses, damages or costs of any kind suffered directly or indirectly arising out of the user's use of the Middlesex computing resources or personal devices under this policy. By agreeing to this policy, a user takes full responsibility for his or her use and agrees to indemnify and hold the School, their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to the School's network and the Internet services.

**This Acceptable Use Policy is subject to review and revision at any time. The Acceptable Use Committee will continue to meet and provide updates to the School community as necessary.**