

## **TECHNOLOGY ACCEPTANCE USE OF POLICY**

(As of 1/22/2019)

All users of technology owned and maintained by Keio Academy of New York (“the School”) must read and agree to this document before entering into any technology activity. All users must understand and abide by the responsibilities as well as the rules and regulations of accessing and uses these resources.

### **1. Acceptable Use**

The use of any technology throughout the school must support the educational objectives of Keio Academy of New York. Transmitting, downloading or using any digital material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted, obscene, bullying, inappropriate or confidential material. Disciplinary action will be taken against users who utilize any form of technology to in a manner contrary to the learning environment.

### **2. Rights and Privileges**

The use of technology at the school is a privilege, not a right. Inappropriate use will result in loss of that privilege. School and IT system administrator will deem what constitutes misuse. The School may deny, revoke, or suspend specific user accounts or access to technology resources.

### **3. Responsibilities**

Equipment: Users should not remove, change the settings or add software files to the School’s devices without approval of the IT system administrator.

Network: Due to the campus network is shared by the entire Keio Academy community, it is essential for each user to consider the appropriate usage. Educational and administrative uses take top priority for use of technology resources. Use of excessive bandwidth is not appropriate and includes accessing streaming video, downloading large files including video, images and music, using file sharing software, playing online games, using VPN(except installed by the School), accessing a Proxy Server, and other uses that monopolize bandwidth. The School reserves the right to limit or prevent such activities in order to assure resources are available for priority uses.

Devices: All devices connected to the campus network must have current anti-virus software installed and kept up-to-date in order to protect devices. To avoid interfering campus network, using any personal Wi-Fi devices is not allowed. Extending and/or altering the campus network including hubs, switches, bridges, routers, wireless access pointes are forbidden without the approval of the school system administrators. Such devices may be immediately confiscated upon discovery, and users will be subject to appropriate disciplinary action.

### **4. Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette:

- 1) Be appropriate, polite and respectful:

## Technology Policy for Participants

The following actions are against policy and forbidden; transmission of any threatening, intimidating, or discriminatory communication, any communication that reveals private facts about another person, any site displaying or accessing sexually explicit or pornographic content, promoting violence, illegal acts, bullying and discriminating towards other people, the use of controlled substances and other illegal activity, promoting multi-level marketing, home-based business or other money-making scheme, mass solicitations (known as “spam”), chain letters, or other similar communication. The School has the right to review all material sent or received using its facilities and will periodically do so.

### 2) The use of appropriate language is required:

Any public posting of content created using Keio Academy resources, displaying the Keio Academy name or logo, or in any way depicting Keio Academy of New York, its employees or students, must not negatively portray the school or its community, or violate this policy, in any way.

### 3) Be considerate when accessing the campus network:

Monopolizing the campus network bandwidth by downloading large files, connecting multiple devices, playing online games, viewing streaming videos or any other non-educational usage may slow the network down. Users connecting to the network must consider others and refrain from unnecessary network access. All inappropriate use of the network may be blocked by the school.

## 5. Privacy

There is no grant of privacy regarding the use, storage or transmission of information on school equipment. All information created, transmitted or stored on School resources is the property of Keio Academy and may be reviewed, moved, blocked or re-routed any time.

Users should work only in the account(s) assigned to them and will be held responsible for the activity in those accounts. Sharing of passwords or other login information is strictly prohibited. If a user suspects unauthorized access is occurring this must be reported immediately.

## 6. Vandalism

Network users should take precautions to prevent the inadvertent spread of computer viruses. The deliberate spreading of a virus will be considered vandalism. Vandalism will result in cancellation of privileges or other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data, software, computers or other hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users participating in such behavior may be responsible for financial loss caused by their actions.

## **TECHNOLOGY DEVICES**

### **BRINGING TECHNOLOGY DEVICES TO THE PROGRAM**

1. The following technology devices are prohibited from being brought to the program:
  - TVs, DVDs, and DVD players
  - Game consoles, both portable (e.g. Nintendo DS) and non-portable (e.g. X-Box)Please see a complete list of prohibited items on page 8 of the Participant Handbook. Other devices may be brought to the program, but must be used in accordance with this policy.
2. Please note that all necessary equipment for program purposes will be provided.
3. Any accessories that you will need for your device such as power cables, extension cords, and storage products (USB memory stick etc.) must be brought with you.
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### **CAMPUS NETWORK**

Keio Academy of New York has Wi-Fi connection for the internet, which can be used with a password that will be provided by program staff. Your device must have up-to-date anti-virus software running before you connect it to the Keio network.