ACCEPTABLE USE POLICIES FOR STUDENTS

Students using Lakeside’s network and computer facilities are expected to behave in accordance with the Community Expectations as stated below and in the family handbook.

Each member of the Lakeside community is expected to act in ways that show consideration and respect for other people and that enhance an open atmosphere of trust. The same expectation applies to the use of technology at Lakeside.

GUIDING PRINCIPLE

Lakeside’s technological resources are dedicated to further the school’s mission and to serve the educational pursuits of the school community — its students, faculty, and staff.

NETWORK AND COMPUTER SERVICES

The use of Lakeside’s network services — including internet access, email accounts, server accounts, and all other school-owned computer resources — is a privilege, not a right.

The privilege of using Lakeside’s network services and computer facilities may be revoked at any time for abusive conduct or failure to abide by the school’s guidelines and policies, as well as the user responsibilities listed below.

GENERAL EXPECTATIONS

- Lakeside provides email accounts for all students, faculty, and staff with the intention that these accounts will be used primarily for school-related communication and to support academic work.
- Any user of Lakeside’s network resources is expected to be courteous, respectful, and discreet in all electronic communications.
- The configuration of the operating system and software applications on school-owned computers may not be altered.
- Lakeside’s electronic resources exist to support educational pursuits.
- Using the Lakeside computer network or email server to exchange or store pirated software, unlawful information, or other protected material (i.e. music, multimedia) in any file format is prohibited. Such actions may result in loss of network privileges.
- Members of the Lakeside community are responsible for maintaining the integrity of their computers so as not to bring viruses or mal- or spyware to school or lose the privilege of connecting to the school network.
- Lakeside reserves the right to monitor network traffic.

INTERNET ACCESS

Lakeside filters access to the Internet based on content. However, there is no guarantee that all inappropriate content will be blocked. Therefore, all members of the community — adult and student — accept the important responsibility to visit only sites on the internet that are in furtherance of academic assignments, projects, or goals. By signing this user agreement, you agree to avoid web content that promotes pornography; that contains explicit sexual content; that advocates violence, racism, religious persecution, or any forms of discrimination; and that provides access to illegal or unlicensed content. Some
exceptions to this guideline may be possible in the context of an academic assignment under the supervision of a faculty member.

ELECTRONIC RESOURCES
Lakeside offers a set of resources to store your digital content (e.g. OneDrive) and for email (e.g. Outlook). If those resources have storage limits, Lakeside expects users to monitor their stored content and not exceed the storage limits. In cases where these limits are exceeded, the school reserves the right to require users to remove excess messages or files, even if the content is school-related.

ROUTINE USER RESPONSIBILITIES

▪ Check email regularly, at least once each day. Respond to messages within 24 hours, if possible.

▪ Do not send or reply to abusive, offensive, or objectionable e-mail. Recipients of such messages should forward them to Scott Hill, System Administrator.

▪ Keep password(s) confidential. Create a strong password. The new password complexity standard is:

  8 character minimum, and 3 out of 4 of the following –
  • lower case,
  • upper case,
  • numbers and symbols @ # $ % ^ & * - _ ! + = { } | \ : ' , . ? / ` ~ “ ( ) ;

▪ When sharing music libraries at school, the share name displayed on the school network should be user’s last name, first initial, and access to that library should be password protected.

▪ As noted above, users are individually responsible for monitoring online material, and rejecting all forms of content that may be deemed inappropriate or unacceptable.

▪ Do not disclose any personal information about oneself or anyone else including full name (first name and last initial only are to be used and only where necessary), address, phone number, or photos.

▪ Do not engage in peer-to-peer file-sharing while on the Lakeside network.

▪ All copyrighted material – including text, graphics, and multimedia – must be fully and properly cited according to the standards specified by our librarians and your teachers in compliance with U.S. Copyright Law.

  Material obtained without permission of copyright owner or otherwise outside of copyright is not to be downloaded to school machines or servers, and is subject to deletion.

NON-STANDARD COMPUTER USERS
Those students using a non-standard computer (one not purchased through Lakeside) accept responsibility for maintaining its functionality and reliability including arranging for all repairs and loaners that may be needed. Non-standard laptops must meet the minimum specifications detailed in the laptop ordering information. Tablet-type devices (Galaxy, Nexus, Surface RT, iPad, etc.) may not be used in lieu of a laptop in grades 7 – 12.
In the course of their studies and research, students at Lakeside School use an array of web-based services. Many of these sites are separate entities and not operated by the school.

Some examples include:

- Code Academy
- Pixlr
- Quizlet
- WeVideo
- OneNote
- Scratch
- Haiku
- Code.org

In order to comply with the *Children’s Online Privacy Protection Act* (COPPA), Lakeside school-sanctioned websites must provide parental notification and obtain parental consent before collecting personal information from young people. You can find more information on COPPA here:


While the most restrictive COPPA regulations apply to children 13 years old and younger, we are strongly interested in protecting the privacy of all of our students. Therefore, we’re sharing this information with all grade levels.

Fortunately, the law permits schools such as Lakeside to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for you, as an individual parent/guardian, to log in to each of these school-sanctioned websites used by your child and give your consent, and to create accounts on behalf of your child.

We encourage you to keep this sheet for this information and for future reference.