Acceptable Computer/Network Use Policy

Applicable to the use of Computers, Internet Access, Internet Applications, and Mobile Devices

- **User** includes anyone using technology, including, but not limited to, computers, networks, Internet, email, and other forms of technology services and products.
- **Network** includes wired and wireless technology networks including school networks, cellular networks, or other wireless networks accessible to users.
- **Equipment** includes cellular phones, smartphone-type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets, and netbooks, as well as portable storage devices.

Oakbrook supports the use of technology for the purpose of enhancing learning and is pleased to offer users access to computer networks any time of the school day.
It is Oakbrook's goal to ensure that each user's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through devices owned by Oakbrook or Oakbrook's wired and wireless networks inside or outside of school is unacceptable and may result in disciplinary action. Oakbrook also recognizes that users have widespread access to both technology and the Internet not owned or operated by the school; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

Access to Oakbrook's network is a privilege, not a right. The use of technology, whether owned by Oakbrook or supplied by the users themselves, necessitates personal responsibility. It is expected that users will comply with Oakbrook rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and the Oakbrook Honor Code. Failure to comply with such terms and conditions may result in temporary or permanent loss of privilege, as well as other disciplinary or legal action if necessary. Students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher.

Privacy
Users should not expect that files and communication are private. Oakbrook reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as necessary. Users should have no expectation of privacy regarding their use of Oakbrook property, network and/or Internet access or files, including email.

Security of Records
Oakbrook has a private and secure system for sensitive school records, which will be managed by administrative and technology staff.

Email accounts
In order to facilitate transfer of documents from student to teacher and vice versa, having an email account (or easy access to a parent's) is encouraged for middle and upper students.

Internet Monitoring and Filtering
Oakbrook provides filtering for Internet access to prevent users from accessing visual depictions that are obscene, pornographic, or harmful to minors. Attempts to get around the content filter are strictly prohibited and will be considered a violation of this policy. Oakbrook will also monitor the online activities of users through direct observation and/or other technological means. With these provisions in place, it is still possible that inappropriate, objectionable, and/or offensive material may circumvent the filter and the supervision and be viewed by students. Students are to

report the occurrence to the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent the network security and supervision.

Personal Safety
In using the network and Internet, users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information
Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Mobile Devices
Students using mobile and cellular devices while at school or during school-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use. Teachers control the use of all devices in their classrooms.

Policy on Social Networking and Media Use

Oakbrook Preparatory School recognizes students' use of online social networks. In this context, however, each student must remember that attending Oakbrook Prep is a privilege, not a right. As an Oakbrook student, you represent the school and you are expected to portray yourself, your team, and the school in a positive manner at all times. Any online postings must therefore be consistent with federal and state laws, and team, department, and school rules, regulations and policies (including the Guidelines listed below).

Guidelines

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information may be accessible even after you remove it.
- Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of student-athletes, to gain information about you, your teammates, or your team.
- Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information.
- Similar to comments made in person, the School will not tolerate disrespectful comments and behavior online, such as:
    - Derogatory or defamatory language
    - Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
    - Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct
    - Comments or photo that bring negative attention to your school (ex. photos in school attire)

      Content may be monitored by school officials, and violations of this policy violation will result in
      disciplinary action, including possible expulsion.