ACCEPTABLE USE POLICY

PROCESS NAME:	Acceptable Use Policy	CREATION DATE:	10/09/2022
PROCESS MANAGER:	IT Administrator	LAST REVISION:	05/02/2025
APPLIES TO:	All Staff All Parents All Children	RELATED DOCUMENT(S):	Online Safety Policy

1. Introduction

At Crown Private School, we recognize the immense value of technology as an essential educational tool. Our commitment is to utilize both existing and emerging technologies to facilitate learning, enhance collaboration, and empower all users—including staff, students, volunteers, parents/guardians, contractors, and community users—to thrive in an increasingly digital world.

This policy outlines the responsible use of the school's technology resources, ensuring that all users understand their rights and responsibilities while using these resources. Adherence to this policy is mandatory to maintain access to Crown Private School's technological resources.

2. Scope

This policy applies to all individuals who access or use the school's technology resources, including but not limited to:

- Staff
- Students
- Volunteers
- Parents/Guardians
- Contractors
- Community Users

It covers all electronic devices, networks, software, and digital platforms owned, operated, or provided by Crown Private School.

3. Policy Overview
3.1 General Guidelines for Acceptable Use

All users must:

- Use school technology resources for educational, professional, and school-approved purposes only.
- Follow all school Internet filters and network security practices.
- Report any security risks, breaches, or unauthorized activities to a teacher, supervisor, or IT administrator immediately.
- Protect login credentials and never share passwords with others.
- Conserve and responsibly share digital resources to ensure availability for all users.
- Ensure that all communication conducted via school systems is professional, respectful, and appropriate.

3.2 Protection of Digital Resources

Users must not:

- Attempt to bypass or disable security settings, filters, or monitoring tools.
- Engage in activities that could compromise network security, such as hacking or introducing malware.
- Damage, alter, or destroy school technology resources, software, or data without explicit permission.
- Use personal devices on the school network without prior approval from IT administrators.

3.3 Intellectual Property and Copyright Compliance

All users must:

- Respect copyright laws and licensing agreements by not illegally copying or distributing software, music, videos, or other protected content.
- Properly cite sources when using information from external sources to avoid plagiarism.
- Obtain permission before downloading, installing, or distributing any software on school systems.

3.4 Digital Conduct and Online Safety

Users are expected to:

- Engage in communication that is kind, respectful, and appropriate.
- Report any content that is inappropriate, harmful, or makes them feel uncomfortable.
- Avoid engaging in cyberbullying, harassment, or sharing offensive or discriminatory content.
- Refrain from intentionally accessing, transmitting, or storing inappropriate or illegal content, including but not limited to pornography, hate speech, or copyrighted materials.
- Not use school technology for personal financial gain, advertising, or any unauthorized business activities.
- Avoid engaging in or spreading spam, phishing emails, or chain letters.

3.5 Responsible Use of Communication Tools

Users may use school resources to:

- Design and publish web content and other digital material relevant to educational or school-approved projects.
- Communicate electronically via approved platforms, such as email, chat, or video conferencing.
- Use school-provided software and applications for learning, collaboration, and productivity.
- Utilize technology resources for educational purposes during school hours.

4.   Consequences of Violations

Violations of this policy may result in disciplinary action, including but not limited to:

- Revocation of access privileges to school technology resources.
- Disciplinary actions in line with the school's code of conduct and honor code, which may include suspension or expulsion.
- Legal action if activities are found to be unlawful, including reporting to law enforcement agencies where necessary.

5.   Supervision, Monitoring, and Privacy

Crown Private School reserves the right to:

- Monitor all use of its technology resources to ensure compliance with this policy.
- Inspect, review, and audit any data stored or transmitted through the school's network or devices.
- Restrict access to digital resources based on user behavior and policy compliance.
- Take immediate action if any violations threaten the security, privacy, or well-being of any individuals within the school community.

Users should be aware that school-owned digital resources are not private, and their use is subject to review and monitoring by authorized personnel.

6.   6. Acknowledgment and Agreement

All users must review and acknowledge this policy before being granted access to the school's technology resources. By using these resources, users agree to abide by the terms and conditions outlined in this Acceptable Use Policy.

7.   Policy Review and Updates

This policy is subject to periodic review to align with emerging technologies, security standards, and educational best practices. The school administration reserves the right to update the policy as necessary and will notify all users of any significant changes.

For any questions or clarifications regarding this policy, users are encouraged to contact the IT department or school administration.