



## DSK IT usage Policy

In the past few years, the DSK has invested a lot in the computer equipment of the school in order to enable students, teachers and administrative staff to work efficiently and provide access to various sources of information. Therefore the network of the DSK has grown to a large, finely tuned system. To ensure a stable network and to ensure smooth running of the school, the following restrictions are important and have to be complied to when working with computers of the school.

### Data privacy:

- The school management and authorized staff are under reasonable circumstances entitled to check the content of e-mails, data stored on the servers and internet access.

### User Account:

- The school admits students and employees to the usage of the computer systems. For this purpose everybody receives a username and a personal password.
- The use of the computers is only permitted by personal user account.
- Passing on of usernames and passwords to other people is not permitted.

### Data storage:

- Files for school purposes (Projects, Documents for lessons etc.) may only be stored in the personal home folder (U:) or in MyDocuments
- Do not store files on the desktop
- Storing of private files (e.g. pictures, videos, music etc) is not permissible
- The IT-Manager is entitled to delete data that does not conform to these standards.

### Hardware:

- Computers and peripherals of the school have to be treated and used with reasonable diligence.
- Arising problems or defects have to be reported to the IT-Manager or the System administrator immediately.
- Devices may not be modified in any way nor removed from their position.

### Software:

- The software provided by the school may not be copied for private use or the benefit of third parties.
- No software may be installed.
- Applications not authorized by the IT-Manager, especially games, may not be executed.

### Internet:

- The internet is available to everyone for school purposes.
- The usage is monitored by suitable software and inappropriate content is being filtered.
- The use of the internet (including email) and the school network may not be abused to slander other people or to spread content which is in conflict with the Mission Statement of the DSK.
- Downloading of software, films, music or other data for private use is not allowed.

### Private Laptops:

- The connection of private computers to the school network requires prior approval of the IT-Manager.
- For such computers, the regulations for user accounts, internet and the copying of software apply.

In case of violation of the above mentioned regulations, the school reserves the right of revocation of access permission, disciplinary measures and indemnity claims.