The School has invested a significant amount of monetary and other resources in information technology infrastructure to further the pedagogical and other aims of the School. This document outlines some of the issues and responsibilities which you as a user must be aware of, and accept, in your use of these facilities. Each of us is personally responsible for ensuring these investments are protected and shared at all times.

You will be provided with access to the internet, applications and to appropriate areas of the

maintenance of your computer rest s solely with you.

Appropriate instruction in the use of the School network, workstations, and software will be made available to you.

You may store data files on the network server. We encourage the responsible use of space on the server, and the removal/archive of older material. Personal files should not be stored on the School network.

No guarantees can be given for the privacy of files. However, system administrators will not examine the contents of personal documents without the individual's knowledge, except in system emergencies or under unusual circumstances such as a breach of this policy.

You will be able to use School facilities for work related to the School, including printers, scanners and digital cameras.

Incidental personal use of School resources is acceptable as long as it does not interfere with the use of our facilities for their intended purpose, and as long as it does not interfere with your duties. Note that personal computers connected to the School network will be required to meet School standards of security and virus protection.

All appropriate policies of

It is critically important that you logon and logoff with your own BMGS user

The School is not responsible for Internet users and/or content that originates from outside the School.

The following are considered inappropriate, and may result in consequences, as outlined in the policy. Users are expected to use their own judgement, as the following are representative examples only and do comprise a comprehensive list of unacceptable uses:

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