

**THE SUMMIT SCHOOL
STUDENT ACCEPTABLE USE POLICY
FOR COMPUTER USE AND INTERNET ACCESS**



2008 - 2009 School Year

The Summit School is pleased to offer students access to a wireless computer network for file sharing, printer sharing, E-mail and the Internet. The purpose of this service is solely educational. In order to gain access to the Internet, students must obtain parent permission. In addition, all students are required to read and sign the **Acceptable Use Policy** for Computer Use and Internet Access to demonstrate that they understand their responsibilities in using the network and the Internet at school. This agreement must be renewed at the beginning of each school year.

The following rules have been created to make sure that using the network and the Internet is a safe, effective and enjoyable part of our students' education. Internet access is a privilege. A network administrator may suspend or cancel a student's network and/or Internet access account if he/she is in violation of the policy below. Other disciplinary or legal actions may also be necessary.

Network administrators may review files and electronic communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on The Summit School Network are private. Users are responsible for regularly backing up their files to a removable media source.

PERSONAL SAFETY

1. I will discuss with my teacher rules for going online. We will decide upon the time of day, the length of time and appropriate areas for me to visit. I will not access other areas without my teacher's permission.
2. I will not post personal contact information about myself or other people. Personal contact information includes my last name, age, birth date, social security number, gender, home address, home telephone number, cell phone number, school name and address.
3. I will not send others my personal photo or anyone else's photo.
4. I will not make plans to meet with someone off-line.
5. I will immediately inform my teacher or a system administrator if I receive a message or e-mail that is inappropriate or makes me feel uncomfortable.
6. I will immediately inform my teacher or a system administrator if I mistakenly access inappropriate or offensive material while online.
7. I will not attempt to engage in an illegal act while online.
8. I will not use Instant Messenger software or access social networking sites (e.g. MySpace.com and Facebook) at anytime during school hours.
9. I will be responsible for regularly backing up my files to a removable media source.
10. I will fully participate in all i-SAFE Internet Safety Education lessons this year.

SYSTEM SECURITY

1. I will not attempt to gain unauthorized access to the computer system. This includes attempting to log in through another person's account.
2. I will not allow others to access the computer system using my account and password.
3. I will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
4. I will ask my teacher or a system administrator for permission prior to downloading a file.
5. I will not illegally download music, videos and other copyrighted material while online.
6. I will not attempt to install freeware, shareware or commercial software on a school computer without the permission of my teacher or a system administrator. This includes games.
7. I will respect the privacy of others. I will not open, delete or alter others' documents without their permission.

ACCEPTABLE LANGUAGE AND USE

1. I will be polite and use proper language while online. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in both public and private messages.
2. I will not post information that could cause damage or a danger of disruption.
3. I will not engage in personal attacks including false, prejudicial or discriminatory attacks.
4. I will not harass another person by sending messages that are offensive or unwanted.
5. I will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
6. I will seek permission to use copyrighted materials.
7. I will not plagiarize works that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. I will use proper procedures for citing electronic references.
8. I will not falsify my identity while using the Internet and sending /receiving e-mail.
9. I will not use the Internet for non-school related activities.
10. I will not attempt to gain unlawful access to another person's or organization's resources, programs or data.
11. I will respect and properly use system hardware. (Report all hardware-related problems to your teacher immediately.)
12. I will not access material that is profane or obscene, that advocates illegal acts, violence or discrimination towards other people.

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Student's Name: _____ Class: _____

Date of Birth: _____

Parent's Permission

I have read the **Acceptable Use Policy** for Computer Use and Internet Access and have discussed the guidelines for online safety and use with my child.

I give permission for my child to use the Internet and E-mail at school. Yes No

Parent's Signature: _____

Date: _____

Student's Agreement

I have read and understand the **Acceptable Use Policy** for Computer Use and Internet Access and agree to use the network and the Internet responsibly. I understand that if I violate the rules of this agreement, my account may be suspended or canceled and I may face other disciplinary action.

Student's Signature: _____

Date: _____

Note: The Summit School Technology Department is responsible for the maintenance of The Summit School Network and does not guarantee that all Internet and network services will be available at all times.



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**CONSENT TO PHOTOGRAPH, VIDEOTAPE, AND PUBLISH
STUDENT WORK FOR NON-PROFIT USE**

Student's Name: _____ **Date of Birth:** _____

Class: _____

PUBLISHING TO THE WORLD WIDE WEB

Your child's work may be considered for publication on the World Wide Web. Such publishing requires parent/guardian permission. Unidentified photos of students may be published on school websites, illustrating student projects and achievements.

I give permission for my child's work to be published on the World Wide Web.

I do not give permission for my child's work to be published on the World Wide Web.

CONSENT TO PHOTOGRAPH, FILM OR VIDEOTAPE STUDENT WORK

I give permission for the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of my child and his/her school-related work. I also grant The Summit School the right to edit, use and reuse said products for non-profit purposes. I also hereby release The Summit School and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

I do not give permission for the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes of my child and his/her school-related work.

Parent/Guardian Signature: _____

Date: _____