St. Paul's Episcopal School Network / Internet Service
Acceptable Use Policy for Students in 4th through 8th Grade

Technology Rationale

As we look to the future, technology plays a crucial role. Technology will rapidly change in the workforce, our educational system, and our everyday lives. Therefore, it is a must that technology be a part of St. Paul's educational philosophy. We must equip each child with the skills necessary to allow him or her to feel comfortable with the system of a computer. It is important we allow some of the classes to be taught in groups, so they can learn teamwork, cooperation, and compromise. Children can learn to problem solve and use constructive thinking by having technology go hand-in-hand with the curriculum. It is our mission at St. Paul's Episcopal School to help students recognize, understand, and use technology in their daily life.

General Network Use

St. Paul's is providing students with access to the school's electronic network. This network includes computer services, videoconferencing, Internet access, and computer equipment. The purpose of the network is for students to research, complete assignments, learn, share, create, collaborate, think, solve problems, manage their work, and communicate with communities throughout the world. Access to the network services is a privilege, not a right. Class and student network folders may be checked by school personnel to ensure that students are using the school-wide technology responsibly.

Internet Use

Access to the Internet will allow students to use many resources. Students will recognize that information posted on the Internet is permanent and public. This can have a long-term impact on an individual's life. The expectations for students' behavior online are no different than face-to-face interactions. It is our intent to make Internet access available for educational purposes, but students may find other materials while visiting the World Wide Web. Some material the student may embrace might be inaccurate, illegal, or offensive to some. We have filtering software in use, but no filtering software is capable of blocking everything on the Internet. Any attempts to bypass the school's Internet filter is prohibited. The access of the Internet to students for educational purposes far exceeds any disadvantages. Ultimately, parents and guardians are responsible for setting rules their children should follow while using the Internet. The school will not be responsible for any damages suffered by any user.

No Expectation of Privacy

The school provides the network system as a tool for education and research in support of the school's mission. The school has the right to monitor, copy, view, store, without prior notice, information about the content and usage of the network, user files, bandwidth utilization, email, Internet access, and any information received or sent in connection with network and email use. The school reserves the right to disclose any electronic information to appropriate authorities.

Unacceptable Use of Network / Internet

The following are unacceptable uses of the school's network and Internet services:

1. Students may use various search engines to do searches only for specific topics, for a specific purpose, or to complete a specific task assigned by their teacher. Students are not allowed to just "surf the net."
2. Students may not use the network or Cloud based service to transmit any material that violates local or United States law.
3. All Internet access is through a Cyberoam firewall, which runs filtering software designed to screen out inappropriate sites. Any students trying to access these sites will be in violation of the Honor Code and subject to disciplinary action as outlined and defined in the school handbook.
4. Students are not to click on any ads (pop-up windows) that may come on the screen when visiting certain sites.
5. Students are not allowed in computer labs or access the Internet without a teacher or staff member present. Students accessing the computer lab without a teacher or staff member present shall be considered a violation of this policy by the student.
6. Students need to check-out all laptops, Surface Tablets, Chromebooks, and iPads through appropriate procedures. It is also their responsibility to "log out" of any device.
7. Students are required to connect their own personal laptops and other electronic devices to the wireless access points with the approval of the technology director. **Students are not allowed to connect personal or school computers/devices to other wireless connections or hotspots while on campus.**
8. Students should not try to download or install any program onto the school computers.
9. Cyber-bullying will be treated as a violation of the Honor Code.
10. Students are never allowed to use newsgroups or enter chat rooms unless instructed and supervised by a teacher.
11. Students are not to give out personal information like full names, addresses, telephone numbers, school name, etc., to anyone on the Internet. Students should not give out personal information about another individual on any medium.

12. Students are to notify the teacher immediately of any disturbing material they may encounter on the Internet.
13. Students may not record, transmit, or post photographic images or videos of any person on campus.
14. Students may not log on to someone else's account or attempt to access another user's files (in-house and on the Cloud).
15. Students may not use music discs, DVDs, CDs, external hard drives, entertainment sites, or flash drives unless approved by the technology director.
16. Plagiarism is not allowed. Plagiarism will result in an Honor Code violation.
17. Students are not permitted to use the school's network for non-academic activities that require extensive bandwidth, such as viewing **large** audio and video files or hosting such activities.
18. Students must follow the Social Media Policy found in the school handbook.
19. Students are not allowed to communicate with anyone during the school day via email or other messaging services. All communication between the parent and child should take place through the school office under their supervision.
20. Students may not use cellular phones, cameras, music players, or any other electronic devices (including iPads, iPods, Apple Watches, and computers) at any time while on campus – including at dismissal and after school, unless specific permission has been given by a teacher in advance. **Please provide your child's cell phone number below if his/her cell phone will be brought to school.**
21. **Home Computer Use:** Inappropriate or hurtful use of technology inside or outside of the school network may result in disciplinary action.

If the loaned device is broken or lost, it is the parents' financial responsibility to have the device repaired or replaced.

By signing below, permission is given for your child to join school directed virtual learning classes via video conference programs such as Google Meet, Zoom, and Loom, which may be recorded for educational learning purposes.

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I have read, understand, and agree to the statements and expectations outlined within the Acceptable Use Policy of St. Paul's Episcopal School. I am aware that failure to follow the guidelines could result in disciplinary action and suspension from network and computer privileges.

As a parent, I will monitor my child's use of technology and/or use of social media responsibly.

Please provide your **child's cell phone number** below if his/her cell phone will be brought to school.

Child's cell phone number: _____

Student Name:	Parent / Legal Guardian Name:
Student Signature:	Parent / Legal Guardian Signature:
Date:	Date: