

ST. MARGARET'S EPISCOPAL SCHOOL
NETWORK ACCEPTABLE USE POLICY 2006-2007

Grades 2-12

Students are provided access to the St. Margaret's Episcopal School computer network (SMES network) for use of shared resources, file storage, the Internet, and e-mail (9th – 12th grades only).

In receiving this policy, you acknowledge that you understand your responsibilities for using the SMES network. This permission is granted on an annual basis, and you must sign the attached form in order to be granted SMES network privileges. The following information outlines the appropriate conduct while using the SMES network.

The Internet

Access to the Internet enables students to explore libraries, newspapers, and encyclopedias; to use the most up-to-date data from research institutions; and to communicate with people all over the world.

We believe that the benefits to students accessing the Internet exceed any disadvantages. However, students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

St. Margaret's Episcopal School has taken available precautions through the use of filtering software to restrict access to controversial materials and chat rooms. However, on an ever-changing global network, it is impossible to control all materials; therefore, the school relies on the judgment and accountability of the students.

E-mail

Students in grades 9–12 only will have access to an SMES e-mail account for the following purposes:

- Communication necessary for academic work with faculty, other students, and research source
- College search, financial aid and admissions process
- Communication with out-of-town family members, such as an older sibling away at college

Any other use of e-mail will be considered inappropriate. For security reasons, access to any other email account (e.g., Google or GMail, Yahoo, Hotmail, Cox, MSN, etc.) is not allowed. Users should not expect that email and other files stored on the network are private. SMES reserves the right through its network administrators to review files and communications on a periodic basis to maintain system integrity and ensure that all users are using the system responsibly.

Network Storage

Each student will have a folder on the SMES network for file storage. Folders should contain only files that are academically related. The following files should not be downloaded: **.avi, .bat, .com, .exe, .iso, .mov, .mp3, .mpeg, .swf, .torrent, and .zip**. Users should back up extremely important files on their own media and scan any files for viruses before using them on home or school computers.

Rules

Students are responsible for their actions on the SMES network. It is expected that they will place high value on honesty, integrity, and sound moral interaction with people in all areas of their lives, including the use of the SMES network.

Accordingly, the following actions are unacceptable and, therefore, will not be tolerated:

- Accessing, displaying, creating, or sending text or graphics that are sexually suggestive; pornographic; violent; or that contain inappropriate religious, ethnic or cultic content; or obscene language
- Playing of any arcade-type game
- Harassing, insulting, or attacking others
- Using another person's network or e-mail account and password
- Choosing to make your password available to others
- Opening, looking at, reading, modifying, deleting other users' folders, files, and mail
- Copying, modifying, deleting any system or program files
- Installing any software (including Internet shareware) without permission from a network administrator
- Using any type of wireless apparatus without permission from the Technology Dept.
- Bringing a laptop to use at school, whether wireless or plugged into an outlet
- Employing the network for commercial purposes
- Plagiarism (as with any other source, you must give credit for any information you use from the Internet)
- Posing as another person through e-mail communication
- Accessing any part of the network other than what your personal logon permits

Responses to violations could include, but not be limited to, the following:

- (1) Any financial charge incurred by the student is the responsibility of the student's family.
- (2) Loss of network privileges.
- (3) Disciplinary action ranging from detention for minor offenses up to and including appearing before the Honor Committee (9th-12th grades) and dismissal for serious or egregious offenses.

Use of the SMES network is a privilege, not a right. Inappropriate use will result in loss of access as well as other disciplinary action.

Please keep this for future reference

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User Agreement Form

To be completed by the Student

As a user of the SMES network, I hereby agree to comply with the SMES Network Acceptable Use Policy. I understand that should I commit any violation, my access privileges may be revoked and disciplinary action may be taken, up to and including dismissal from school. I understand that my family and I are responsible for any monetary charges incurred through my Internet use.

Student name (please print): _____ Grade: _____

Student Signature: _____ Age: _____

Date: _____

This form must be signed and on file at school before a student will be permitted have access to the SMES network.