

**St. George's Episcopal School  
Computer and Internet  
Acceptable Use Policy**

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**Please read this document carefully before signing because the signatures at the end indicate the parties who signed have read the terms and conditions and understand their significance. Parents: please review and discuss these rules with your child before returning this form.**

The SGES computer network is available to students and faculty. We are pleased to offer this access the SGES community and believe the network offers vast, diverse, and unique resources including Internet access. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to the Internet also comes availability of material that may not be considered to be of educational value in the context of a school setting. Families need to be aware that any individual with Internet access may post information, photographs or other media. Consequently, on a global network it is impossible to control all materials and an industrious user may discover controversial sites that may contain defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive, or illegal material. SGES has addressed this problem by installing filtering software on its network. However, no filtering software can guarantee that all offensive materials will always be unobtainable. SGES firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school.

Users should not expect that files stored on the SGES network will be private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

All SGES rules are applicable to the use of computers and related technologies. Any user must adhere to the same code of ethics that governs all other aspects of life within the bounds of our learning community. Any actions performed or initiated on the network must reflect integrity, honesty, and compliance with the SGES rules of conduct.

While using any computer at school – in the computer lab, library, or classrooms – the following will not be permitted:

- Disclosing home address, telephone numbers, or other personal information
- Sending or displaying offensive messages, pictures, or media of any kind
- Using obscene or profane language or harassing or intimidating others
- Violating copyright laws
- Using another's password
- Trespassing in another's files, folder, or work
- Downloading any files, programs, etc. without teacher approval
- Accessing online "chat rooms," or instant messaging

- Accessing private home email accounts, social networking sites, or any other personal web page or outlet without specific permission.
- Changing any of the settings on the computers. This means you may not change the background, the icons, the screen saver, etc.
- Employing the network for commercial purposes or using the network for personal and/or private matters including the uploading of video and / or text.
- Any action not specifically mentioned deemed inappropriate by the Technology Coordinator and/or the Head of School.

These rules apply to all student users at SGES. Violations may result in a loss of computer privileges as well as other disciplinary action. When in doubt of any activity you should check with your teacher beforehand.

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**STUDENT**

I understand and will abide by the above Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked and/or school disciplinary action may be taken.

Student Name: (please print)

\_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that the computer network access is designed for educational purposes. I recognize it is impossible for SGES to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I understand that should my child commit any violation that his or her privileges may be revoked and disciplinary action may be taken.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(SPECIAL NOTE: For younger children unable to sign a parental signature will suffice. However, please be sure and discuss these rules with your child so they understand the necessary guidelines.)