

## **Saint John's Episcopal School Chula Vista, California**

**In accordance with the Child Internet Protection Act, Saint John's Episcopal School provides content filtering on computer workstations within the school.**

### **Technology and Internet Acceptable Use Policy**

Responsible and safe use of technology is of the utmost importance to Saint John's Episcopal School. Teachers and students are all able to use this technology as a powerful tool. **No** right of privacy exists when using the Saint John's network or technology. Users shall not use technology to bully, threaten, intimidate, harass, or ridicule anyone.

- In order for a user to use the Saint John's Episcopal School Internet connection, which is provided for educational purposes only, he/she must read these guidelines or have them read and explained to them by a parent/guardian.
- All Internet use at the school by students is under the supervision of a teacher.
- The Technology and Internet Use Contract must be signed and returned by the September 10<sup>th</sup>.

#### **Parent/Guardian Responsibilities**

- Talk to your student about values and the standards that your student should follow on the use of the Internet.

#### **School Responsibilities**

- Provide Internet access to all users.
- Provide Internet filtering/blocking of inappropriate materials.
- Provide network data storage areas. (Saint John's Episcopal School reserves the right to review, monitor, and restrict information stored on or transmitted via SJES owned equipment and to investigate inappropriate use of resources.)
- Provide staff guidance to aid students in doing research and help assure compliance of the Acceptable Use Policy.

#### **Acceptable Use By Students**

- Students will use the computer as instructed by teachers.
- Students may use the Internet and World Wide Web only when a teacher is present and gives permission to do so.
- Students will not download any files or software without the permission of a teacher.

## **Unacceptable Use**

- Access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, or disruptive. Any behaviors that can be construed as harassment are prohibited.
- Messaging services, chat rooms, and Internet/computer games with inappropriate content
- Changing of Ipad /desktop/laptop settings
- Spamming or sending mass or inappropriate emails
- Gaining access to other user's accounts, files, and/or data
- Bypassing the SJES web filter through a web proxy or Virtual Private Network

## **Safe Use**

- I will never give out personal information about others or myself over the Internet.
- I will not use my full name, only my first name, if I am doing project work over the Internet.
- I will inform my teacher immediately if I find materials or sites that make me feel uncomfortable.
- I understand that I must learn to evaluate the information that I find on the Internet and World Wide Web.
- I will use Internet Etiquette(Netiquette)
- I will be polite. I will only use language that is acceptable in my school.
- I will use the electronic devices in ways that will not harm the network, computer system/Ipad or other people's work.
- I will help Saint John's to protect our computer system/Ipad by contacting a teacher about any problems I may encounter.
- User will be responsible for cost of repairs to computers/IPads if damage is determined to be intentional or caused by neglect.

## **NEW POLICY ADDITION:**

### **Student use Saint John's Episcopal School email accounts.**

All students in third through eighth grade have been provided with email accounts at [saintjohns.school](mailto:saintjohns.school). Faculty will use this email to contact students via email.

Student email accounts are to be used for the following purposes only:

- Teacher-student correspondence.
- Accessing/submission of classroom assignments or materials.
- Creation of accounts for classroom web-based tools, such as Google Classroom or DreamBox
- Correspondence with students/partners in collaborative class activities.

Students may **NOT** use email accounts for:

- Unauthorized personal communication.
- Bullying, insult or harassment of other students.
- Forwarding of chain email, spam, or commercial content.
- Sending inappropriate content or language.

## **BYOD TO SAINT JOHN'S EPISCOPAL SCHOOL**

**Acceptable devices would include:** E-readers, Tablets, and laptops.

**Unacceptable devices include:** iPod Touch. The screens are too small to the intended purpose.

BYOD (bring your own electronic mobile devices) is a privilege that may be revoked if a student does not comply with these guidelines or the school's behavior and technology use expectations. The school's disciplinary and acceptable use policies apply to all student behavior, including when using a personal device. Any personal device that may create a distraction, audible or otherwise, should be off. Cell phones are to be turned off during the day when not being used under a teacher's approval (ringing or vibrating phones are a distraction to learning).

- Students may not use devices to access social media websites or applications during school hours.
- Students may not use devices at times or in ways that in the teacher's judgment may interfere with learning.
- Students will comply with teachers' directions to turn off the device or put it away. If a teacher is concerned about potentially inappropriate use, the teacher may ask to see the device.
- If the electronic mobile device is not allowed for use, it should be put away. The teacher will determine the best storage location such as a student's desk, book bag, or hallway locker.
- The device cannot be stored in school overnight. It will need to go home at the end of the day. Personal devices need to be charged prior to bringing them to school.

### **Lost or Damaged Devices**

Saint John's School and its staff assume no responsibility for theft, loss or damage of an electronic device brought to school.

**Saint John's Episcopal School**

**Technology and Internet Use Contract**

**Please return this form to your homeroom teacher by September 10.**

We have reviewed the rules and agree to abide by them.

Student (print name) \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

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

Parent/Guardian (print name) \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_