INTRODUCTION

The Internet is an excellent educational tool that allows students to access a wide variety of information to supplement academic study and research. Stone Bridge School (SBS) provides students with Internet access and email accounts to further their education and research.

SBS adopted the Technology and Internet Use Policy and Agreement (“Policy”) to ensure that student access to and use of the Internet is consistent with the educational goals and purposes of the school. This Policy sets forth student responsibilities and duties when accessing and using the Internet through SBS equipment and resource network and when using email accounts maintained by SBS. SBS has deemed certain uses of the Internet inappropriate for an educational setting and therefore not appropriate for use with SBS equipment and resource networks.

In addition to the below identified policies, Stone Bridge School will use technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Students are reminded that their use of SBS equipment and resource networks reflect upon the school, and students should guide their activities accordingly.

Before using the Internet or accessing web-based services at school, each student and his/her parent or guardian must understand SBS’ Student Internet Use Policy and Agreement for appropriate use of the Internet and agree by signing the attached Student/Parent Contract/Consent.

STUDENT RESPONSIBILITIES

1. Use Limited to an Educational Purpose

   The Student acknowledges that access to the Internet via SBS equipment and email accounts and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. The Student recognizes that he or she has a duty to use SBS equipment and resource networks only in a manner specified in the Policy.

   a. Educational Purpose
“Educational purpose” means classroom activities, work assigned through Google Classroom, research in academic subjects, SBS approved personal research activities, or other purposes as defined by SBS from time to time.

b. **Inappropriate Use**

An “inappropriate use” is one that is inconsistent with an educational purpose or that is in clear violation of policy.

2. **Communication.**

Student agrees that he or she will use Stone Bridge School equipment, resource networks, or SBS email accounts in the following manner:

a. Student will be polite and respectful in all communications.
b. Student will not post or send any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.
c. Student will not at any time use speech that is not appropriate for an educational setting.
d. Student will not make threats against others.
e. Student will not reveal personal information about him/herself or others. This includes name, address, telephone number, etc.)
f. Student will not make any statement or post anything on the Internet about another person that he or she knows or suspects to be untrue.
g. Student will not use email to send chain letters or “spam” email to a list of people or to an individual.
h. Student will not place illegal information on the Internet, nor will Student use the Internet in any way that violates federal, state, or local law.
i. Student will not arrange a face-to-face meeting with someone he or she has “met” on the computer network or Internet.
j. Student will not use the SBS equipment in a manner that jeopardizes the security of access of the computer network or other networks on the internet.
k. Student will not engage in cyberbullying or cyberthreats.

In instances of misuse or suspected misuse, in addition to any disciplinary actions appropriate, the Student’s parent or guardian may be granted access to the Student’s email files.

3. **Illegal, Dangerous Activities and Hacking.**

Student shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law. Student shall not access information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to SBS, other students, or the community. Additionally, Student shall not damage, debilitate or disable computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs. Student shall not engage in any unauthorized online access to other computers by means of hacking into other computers,
download hacker tools such as port scanners and password crackers designed for use with Windows (or applicable operating systems), or use Internet Explorer (or other WWW browsing tools) to evade restrictions on what programs Student can run on the SBS devices.


Student acknowledges that obscene materials do not further an educational purpose. Accordingly, Student shall not use the Internet or an SBS provided email account to access, upload, download, distribute, or transmit obscene materials or images. Obscene materials include, but are not limited to, materials that offend generally accepted social standards. This includes the access of or retrieval of any sexually explicit materials, and materials that are pornographic, abusive or threatening. Students are to exercise their best judgment when encountering sexually explicit or obscene materials. As a general rule, if the material could not be openly displayed in a classroom setting without violating generally accepted social standards, the material is obscene for purposes of this Policy and must not be accessed. Student further agrees that he or she will not access any Internet site which requires the Student to state that he or she is eighteen years of age or older as a condition of accessing the site.

5. Plagiarism

Researching information and incorporating that information into a student’s work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the Student acknowledges that plagiarism is inappropriate and unacceptable. Plagiarism means the copying of a phrase, a sentence, or a longer passage from a source written by someone else and claiming the written work as the student’s original work. Student agrees that when quoting from information obtained on the Internet, he or she will acknowledge the source through quotation or any academically accepted form of notation.

6. Copyright

Student agrees that he or she will not use SBS equipment or resource networks to download or print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by SBS and the owner of the copyrighted material.

7. Supervision and Student Privacy

Student acknowledges that SBS devices and email accounts are owned by SBS and provided to students for educational purposes. SBS may provide staff to monitor and supervise all Student access to SBS computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens will be positioned so that they are visible to the staff member supervising the students when using devices at school. SBS also reserves the right to access stored computer records on School-Supplied equipment to assure compliance with this Policy. Student is aware that communication over SBS owned networks is not private and acknowledges that email and records of Internet activities will be accessed under, but not limited to, the following circumstances:
a. Routine system maintenance.
b. General inspection or monitoring, with or without notice to Student, if there is suspicion of inappropriate use.
c. Specific review of individual files or monitoring of individual activity, with or without notice to Student, if there is suspicion that Student is engaging in inappropriate use.


Student agrees that Student will not use a school supplied email account on the Internet or on SBS equipment to buy or sell, or attempt to buy or sell, any service or product.

10. Violation of Policy.

The Student acknowledges that violation of this Policy can result in a loss of all Internet access while at school and school email account privileges. If Student violates this Policy, or in any other way uses SBS equipment in a manner that is not consistent with educational use, the Student will be promptly notified that he or she has violated the Policy. The Student will be given the opportunity to explain why SBS should deem the activity in question a use consistent with the educational purposes stated in this Policy. If SBS deems that the use is inconsistent with the educational purposes stated in this Policy, SBS may terminate the Student’s Internet and school email account privileges and School-Supplied equipment. However, because one of the educational purposes in providing Internet access is to teach students to use the Internet appropriately, SBS reserves the right to fashion penalties to specific concerns or specific violations, and Student acknowledges that he or she may receive penalties less than full termination of Internet or School email account privileges. Such penalties may include, but are not limited to, restricted access to Internet or supervised access to Internet while at school, School email account, and School-Supplied equipment.

Student also acknowledges that SBS will contact the proper legal authorities if SBS concludes or suspects that the Student’s Internet activity is a violation of any law or otherwise constitutes an illegal activity.

TECHNOLOGY USE CONTRACT/CONSENT K–8

This contract/consent must be completed by each student and his/her parent or guardian before using the Internet.

Student Contract
I have read and will follow the **Stone Bridge School Technology and Internet Use Policy**. I understand that any violation of the agreement is unethical and may be considered a criminal offense. If I commit any violation, my privilege will be taken away and school disciplinary action and/or appropriate legal action may be taken.

Student ________________________________
(please print first and last name)

User Signature __________________________ Date__________________

**Parent or Guardian Contract/Consent**
(If user is under the age of 18, a parent must also read and sign this agreement.)

As the parent or guardian of this student, I have read the **Stone Bridge School Technology and Internet Use Policy**. I understand that this access is designed for educational purposes. SBS has taken precautions to eliminate controversial materials. I recognize it is impossible to restrict access to all controversial materials, and will not hold SBS responsible for materials acquired on the network.

I accept full responsibility for supervision of my child’s use when he/she is not in a school setting. I give my permission to permit network/Internet use for my child and certify that the information contained on this form is correct.

Parent or Guardian ________________________________
(please print first and last name)

User Signature __________________________ Date__________________