



ALL SAINTS' ACADEMY
TECHNOLOGY & NETWORK ACCEPTABLE USE POLICY FORM
2010-2011

At All Saints' Academy, we have established guidelines so that technology – network use in particular – will be used for educational purposes, in a structured, defined way, supervised by a classroom instructor, media center personnel or an administrator. The policy also includes sanctions that may be applied in the event the guidelines are violated.

Policy:

The basic purpose of network access is to enhance the formal education process at All Saints' Academy. Each classroom instructor, in collaboration with administrators, the network manager and media center personnel are responsible for determining if and how network access can be used to enhance classroom instruction.

When accessing the network, students are expected to comply with the general rules of behavior established by the school; teachers and administrators have the right and the obligation to monitor student behavior while students are accessing the network. Students may utilize personal laptops on campus. However, all personal laptops brought onto the school network must be free from viruses, spyware and hacking utilities. Any personal laptop having the aforementioned issues may be quarantined and sanctioned by the Technology Department.

The following are specifically forbidden and will result in sanctions:

- Sending, receiving, displaying or printing offensive messages or images.
- Using obscene, insulting or threatening language when corresponding with another user.
- Consciously damaging computers, computer systems or computer networks, either through physical abuse or the use of software.
- Violating copyright laws.
- Using the password or identity of another.
- Unauthorized reading, changing or reviewing the files of another user.
- Employing the Internet for commercial purposes.
- Circumventing the All Saints' Internet filter or firewall.

Any of all of the following sanctions may be applied to a violation of the above rules. These sanctions are employed at the discretion of the Head of School, the Division Heads or the Dean of Students.

- A. The student may be suspended from accessing the technology for a period of time, depending on the severity of the violation. Permanent loss of access can be imposed.
- B. The student may be assigned school-community service or work hours.
- C. The student may be suspended or expelled from All Saints' Academy.

D. Law enforcement agencies may become involved if the violation warrants such intervention.

Network Usage Contract

The All Saints' Academy network is provided for students to conduct research and communicate with others. As much as possible, access to the network will be monitored and evaluated by staff. However, students are held responsible for their own actions. By signing this form, both student and parent agree to act according to the guidelines set forth in the Technology and Network Acceptable Use Policy Form.

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Student's signature _____

Print student's name & date _____

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Parent's signature _____

Print parent's name & date _____

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Note: All students are required to have a signed form on file before access to the network on campus is allowed.