Dear 3ʳᵈ - 8ᵗʰ Grade Parents:

Below is San Antonio Academy's Acceptable Use Policy. Please read this policy, complete the attached form and return the form either at Back-To-School Day or to the Main Office. If you have any questions regarding the policy, please call Clint Dubose at ext. 224, Alan Gielen at ext. 264 or Linda Gielen at ext. 242.

SAN ANTONIO ACADEMY
ACCEPTABLE USE POLICY FOR
THE USE OF COMPUTERS, EMAIL AND THE INTERNET

San Antonio Academy offers students access to the School's computer network thereby also allowing students access to the Internet and the school's web-based email. Internet and email use is subject to strict compliance with the procedures outlined in this policy. Additionally, all students must obtain parental permission as verified by the signatures on the form below before being authorized to use the Internet and the school's web-based email.

Use of the computers for more traditional purposes such as word processing, spreadsheets, databases, multimedia, Accelerated Reader Program, etc., will be allowed, as before, if a parent prefers not to authorize Internet or web-based email usage.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to communicate with other Internet users around the world. San Antonio Academy has screening software installed, and a filtering application program to help prevent inappropriate Internet use and to report to us any attempts to access inappropriate sites. While our research indicates these programs are effective tools and our teachers will closely monitor the students' Internet use, there is no effective program that guarantees that an inappropriate site will not be accessed. Thus, there is a remote possibility that inappropriate material may be intentionally or inadvertently accessed.

The School's goal is to allow use of Internet resources for constructive educational goals. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. However, we understand that not all parents will choose to authorize access. We support and respect each family's right to decide whether to apply for access, and we encourage you to be guided by what you believe to be in the best interest of your son.

What is expected?

Students are responsible for appropriate behavior on the School's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. **The use of the network, Internet and web-based email is a privilege, not a right, and may be revoked at any time at the sole discretion of the School. The user is personally responsible for his actions in accessing and utilizing the School's computer resources.** Students should not access, keep, or email anything that they would not want their parents or teachers to see.

Revised 2/12/19 lmg

What are the rules?

Privacy – There is no right to privacy as it relates to a student's use of the School's computer system or web- based email. Network storage areas and email accounts will be treated like school lockers. From time to time, network administrators will monitor and/or review electronic files to maintain system integrity to ensure that students are using the system appropriately and responsibly.

Storage capacity – Students must have the permission of a teacher to store any data on the School's computer system. Users are expected to remain within allocated disk space and delete material which takes up excessive storage space. The School may delete any data stored on its computer system at any time at its sole discretion.

Email – Email is to be used for school purposes only. You are not to use email to sign up for any memberships or services unless authorized by a teacher. The use of commercial email on campus (e.g. hotmail, yahoo mail, etc.) is strictly prohibited.

Copyright Issues – Students should never download or install any commercial software, shareware, or freeware, unless they have prior written permission from the Network Administrator. Students should not copy (or plagiarize) other people's work, or access, or attempt to access work that does not belong to them.

Inappropriate materials or language – Profane, harassing, vulgar, abusive or impolite language should **not** be used to communicate nor should materials be accessed which are inconsistent with the rules of school behavior. **A good rule to follow is never view, email, or access materials that you would not want your teachers and parents to see. If a student encounters such material by accident, he should report it to his teacher immediately.**

Succinct Advice

To prevent the loss of network, Internet and/or email privileges at school,
DO NOT:
1.   use a computer to harm other people or their work.
2.   damage the computer or the network.
3.   interfere with the operation of the network.
4.   violate copyright laws by downloading illegal software, shareware, or freeware.
5.   view, email, or display offensive messages or pictures.
6.   share your network or email password with another person.
7.   waste limited resources such as disk space or printing capacity.
8.   trespass into another person's folders, work, or files.
9.   access inappropriate sites through the school's Internet system.

Any attempts to take any of the actions cited above will result in loss of privileges. **Do notify an adult immediately**, if by accident, you encounter materials that violate the rules of appropriate use.

Consequences

Students will be held accountable for their actions. Infractions of the provisions of this Acceptable Use Policy may result in the suspension or termination of access privileges and/or additional disciplinary action. Disciplinary action will be determined on an individual basis by the Head of School.

Agreement Regarding Student Use of the Internet
School Year 2019-2020
Please complete and sign this form and
return at Back-To-School Day or to the Main Office

To read the complete policy, please click here.

Student Section

Student's Full Name: _____   **Grade**: _____

I have read the San Antonio Academy Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, San Antonio Academy may terminate my use of network, Internet or email privileges, and I may face other disciplinary measures.

Student's Signature: _____   **Date:** _____

Parent or Guardian Section

I have read the San Antonio Academy Acceptable Use Policy.

I hereby release San Antonio Academy, its employees, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my son's use of, or inability to use, the San Antonio Academy computer system, including, without limitation, claims that may arise from the unauthorized use of the system to purchase products or services.

I will emphasize to my son the importance of following the rules for personal safety.

By signing below, I give permission to allow my son to use the School's computer system to access the Internet and the school's web-based email.

Parent's Signature: _____   **Date:** _____

Parent's Printed Name:_____

Revised 2/12/19 lmg