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## **2018-19 COMPUTER & INTERNET USE POLICY**

Technology is defined as all of the equipment, support sources (i.e. Internet), and activities that will enhance student learning through:

1. Providing a wealth of additional resources for reference, research, and presentation.
2. Consulting with experts in a variety of fields.
3. Communicating with other students and individuals in content study areas, and learning to conduct searches, evaluate resources and locate relevant materials.

New Vista School understands that portable electronics (laptops, cell phones and other hand-held devices) are tools that can be used to expand our students' learning opportunities. Portable computing opens limitless possibilities. Users may go virtually anywhere and interact with anyone. With this opportunity comes responsibility. Use of the New Vista School network and its related computer facility is a privilege afforded to the school community. Therefore, the school provides the following set of guidelines for security and acceptable use. Violations of these guidelines will be handled by members of the faculty, staff and/or administration as appropriate.

### **General Electronics Use**

#### **Chatting**

During class, students may not use any chat or collaboration program to communicate with others through the computer network unless a teacher or administrator expressly authorizes them to do so. This includes the use of e-mail during class time.

#### **Network Access**

Students may not access information on any of New Vista School's non-public servers without permission from the administration, nor may they use any other student's computer without permission from that student. No student may alter school information or portray him/herself as another person over the Internet. At no time is it acceptable for a student to use a teacher's computer for any use other than that which is expressly directed by the teacher. In addition, students may not monitor network activity or attempt to damage the network.

#### **Downloading**

Students may not download, distribute, transmit or receive any copyrighted material in violation of copyright law and convention, or anything contrary to the values, beliefs, and standards of New Vista School. This rule prohibits sending such files through e-mail, as well as setting up servers on a student's laptop or by any other physical or electronic means. Also, students may not download copyrighted MP3s (or other media) or non-shareware/freeware/open source programs. The use of virus programs or other intentionally harmful programs is strictly prohibited.

**Other Individual’s Electronics**

No student may use another person’s electronics to distribute e-mail or perform any other activity without that person’s consent. This includes sending messages or pretending to be someone else on the network.

**Disclosing Information and Safety**

Students should be very cautious about disclosing personal information over the Internet. No student should ever disclose another student’s or faculty member’s personal information without his or her consent. Students may not give out their home phone number, address, or other sensitive information to anyone through the Internet. Students may not post information that includes any identifying details including any references or photos that have the school name, sports team names, hometown, or places frequented. Also, it should be noted that the owners of a website can obtain information submitted by its users.

**Etiquette**

As a rule, one should never say something through e-mail or other electronic means that he/she would not say in person. In addition, personal or highly charged exchanges are best handled in person. Generally, e-mail should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail is prohibited. Correspondence should be courteous and appropriate.

**Security**

Students are required to leave their personal electronics at the front desk upon arrival and may not have access to the device(s) during school without the consent of Administration.

**Privacy**

There can be no expectation of privacy in school-provided services. In addition, students should be mindful that social networking sites are public forum and, therefore, should not post anything they would not want the world to see or know. Information and photos can be copied from one site to another and viewed by many, many people. Information posted on the Internet may have a much longer life than one might expect.

**The Use of Technology at New Vista School is a privilege, not a right.**

Should a student act in any manner inconsistent with the values of New Vista School, he/she will enter the cycle of discipline as described in the Parent Student Handbook.

I agree and accept these terms as stated above.

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

Parent/Guardian Name (Please Print): \_\_\_\_\_

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

Student Name (Please Print): \_\_\_\_\_

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