

The attached form needs to be returned to the Main Office by Friday, August 29, 2008



# THE SWAIN SCHOOL

## ACCEPTABLE USE OF COMPUTERS AND THE INTERNET

### 2008-2009

The Swain School is pleased to offer students access to a computer network for electronic file storage and retrieval and Internet access. To utilize the Internet all students must obtain parental permission as verified by the signatures on the attached form. Although a parent may prefer that a student not have Internet access, use of the computers is still possible for learning experiences consistent with the curriculum of The Swain School.

### What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information around the world. Families should be aware that some material accessible via the Internet may contain items that are potentially illegal, defamatory, inaccurate, or offensive.

While the purposes of The Swain School are to use Internet resources for constructive educational goals and objectives, students may find ways to access other materials. **With this in mind, The Swain School will make every effort, through the use of filtering software and supervision, to restrict, monitor, and control student access to items that may be inappropriate.** 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. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using all forms of media and information resources. Therefore, we support and respect each family's right to decide whether or not to apply for Internet access.

### 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 a network are often public in nature. General school rules for behavior and communications should be applied. It is expected that students of The Swain School will comply with the general standards as well as the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. **The student is personally responsible for his or her actions in accessing and utilizing the school's computer resources and is advised never to create, access, keep, or send anything that they would not want their parents or teachers to see.**



## What are the rules?

**Privacy:** Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and ensure that students are using the system responsibly.

**Storage capacity:** Students are expected to remain within allocated disk space and delete any material which occupies excessive storage space.

**Illegal copying:** Students should never download or install any commercial software, shareware, or freeware onto computer or network disk drives unless they have written permission from the Network Administrator. Students should not copy other people's work or intrude into the files of others.

**Inappropriate materials or language:** Profane, abusive or impolite language should not be used to communicate, nor should materials be accessed which are not consistent with good school behavior. A good rule to follow is never create, view, send, or access materials which you would not want teachers or parents to see. Should such material be encountered by accident, it should be reported to the teacher immediately.

## Rules for Acceptable Use of Technology

These are the rules to follow to prevent the loss of network privileges at The Swain School.

1. Use computers and other technology in a beneficial, helpful manner to do school work.
2. Treat equipment with respect by careful handling and use.
3. Properly use the network resources by working with the network administrator responsible for installing software, shareware, or freeware.
4. Pay proper respect to copyright laws.
5. Create, view, or display only appropriate messages or pictures.
6. Keep your password secure.
7. Be aware that limited resources such as disk space or printing capacity are for all to share.
8. Access folders, work, or files that are yours only.
9. Immediately notify an adult should you become aware of inappropriate use which violates the above rules.

**BE PREPARED to be held accountable for your actions and for the loss of privileges if the rules of Acceptable Use are violated.**

Please return to the Main Office by Friday, August 29, 2008



# THE SWAIN SCHOOL

## PARENT PERMISSION FORM and USER AGREEMENT

### 2008-2009

As a parent or guardian of a student at The Swain School, I have read the above information concerning the appropriate use of computers at the school and I understand that this agreement will be kept on file at the school. Questions should be directed to the appropriate school director for clarification. I have reviewed the above rules with my child.

**My child may use the Internet while at school according to the rules outlined.**

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I would prefer that my child not use the Internet while at school.**

\_\_\_\_\_  
Parent's Name (printed)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**I understand my responsibilities and agree to abide by the rules above when using technology at The Swain School.**

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date