

The Summit Country Day School

Acceptable Use Policy

Computer Technology

Computer Ethics

Computer facilities at The Summit are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction as related to their current Summit coursework.

The Summit computer mail and data networks promote the free exchange of ideas and information, thus enhancing teaching and research. The Summit computer ethics policy is premised on respect for the work of others and respect for school equipment, networks, and software. It is a violation of this policy to attempt to modify the documents of others, system facilities, networks or computer software protections. Recognizing that many computer hardware and software resources are shared by all users and every user is responsible to act ethically at all times. Students should act at all times according to the guidelines reflected in our Educating for Character program.

The Summit Discipline Code extends to computer usage as it does for all school related activities. Proper usage of Internet access and computer capabilities is to be the norm, and inappropriate computer use including copying, slander, theft, hacking or piracy committed through a school computer or the use of e-mail or other means to harass or threaten others or interfere with their work will be treated as a disciplinary violation and, if local, state, or federal laws are broken, will be referred to law enforcement authorities as well.

An **Acceptable Use Policy** that details student guidelines regarding computer and Internet use is to be read and the agreement signed by each student (Grades M-12) and parent(s). The Summit Country Day School provides Internet access to students, teachers, administrators, and staff through the Hamilton/ Clermont Cooperative Association of Boards of Education (HCCA), a State of Ohio Instructional Technology Center. Acceptable use adheres to the Children's Internet Protection Act, and is further governed by the policies of HCCA. Internet users are expected to comply with HCCA policies, which have been incorporated into this policy document. All Summit and HCCA computer policies and guidelines are reviewed with students. It is the school's responsibility to maintain contact with the Internet provider (HCCA), ensure educational use not open access to the Internet, provide for teacher in-service opportunities, address security and discipline issues, supervise and monitor student access, guard against the access of objectionable material, and to comply with all technology protection measures of the Children's Internet Protection Act. The Summit shall take measures to provide for the safety and security of minors if using electronic mail, chat rooms, social networking sites and other forms of direct electronic communications. The school forbids and takes measures to prevent unauthorized disclosure, use, and dissemination of personal information regarding minors.

Electronic information is easily reproduced, and respect for the work and personal expression of others is especially critical in computer environments. Violations of the integrity of authorship, plagiarism, invasion of privacy, unauthorized access, and copyright violations may be grounds for sanctions against members of The Summit community. Users are to respect United States copyright and patent laws and use school resources consistent with these laws. Anti-plagiarism software may be utilized by the School to further assist in determining and discouraging plagiarism. Users must use only software which the school has permission to use and is licensed for accordingly.

Networking Policies and System Security

Users must guard their passwords to protect themselves, because all violations of policy which can be traced to one user's account will be treated as that user's responsibility. It is important that passwords are kept private, changed regularly, and are difficult to guess. No one should try to discover another person's password or try to log in as someone else. Campus users should be mindful to always log out at the end of any session. Doing so is a direct violation of the Acceptable Use Policy and will not be tolerated. Using another's name or using a false name is strictly forbidden.

Accessing another's data, files, or account is a basic violation of that person's privacy. The use of another's data or files without expressed permission is stealing and will be treated as such. Users must ask permission of authors to copy or re-post their material.

School users may not download, possess, load, or run executable files, or use programs which can alter the Network or an individual workstation. Such changes are only to be made with expressed permission of a member of the Technology Team

faculty.

Each student is permitted reasonable space on a network server to store files. No games, music or video files should be stored on school computers or the school network. These files will be removed from the network.

It is against federal law and school policy to violate the copyrights or patents of computer software. Students, faculty or staff may not use programs obtained from commercial or other sources. If written authority to use them has been obtained or the programs are within the public domain, a member of the Technology Team Faculty must have copies of such authority for validation to the appropriate governing bodies. For this reason, students are not to bring copyrighted software from home for use on school computers. Nor is it ethical for students, faculty or staff to use school computers to copy or exchange personal or pirated software for themselves or for others.

Game playing, using public-domain games brought from home or elsewhere, is not permitted. Game playing is not permitted during school hours or in the half-hours before or after school.

A user who is aware of a security problem is responsible to convey the details of that problem to a Technology Team faculty member without discussing it with other students.

Users must avoid the knowing or inadvertent spread of computer viruses. Do not attempt to download software or files from remote sources without permission of the teacher/supervisor and follow the proper procedure for screening for viruses before use of new files and programs. To deliberately attempt to degrade or disrupt system performance on the Internet by spreading computer viruses is considered criminal activity under state and federal law.

Users who receive threatening or unwelcome communications should bring it to the attention of a school administrator or to a Technology Team faculty member.

All personal audio or visual electronic devices are to be set in the "off" position between 8:15 am. – 3:15 p.m. each school day unless teacher permission to the contrary has been given. The Summit reserves the right to define the educational value of any new electronic audio, visual or text messaging wireless communication devices that are or may become available to the general public and to prohibit their use if they are deemed to have little or no educational value, or if such devices disturb or distract from the learning environment. On school-sponsored outings personal electronic devices can be used only with permission of the teacher or administrator. The choice to use such devices without prior permission will result in appropriate consequences.

Any attempt to log on as a supervisor of the system, impair network operations, or bypass network or workstation protections is electronic vandalism and will result in immediate cancellation of user privileges and could result in severe penalties up to and including expulsion from The Summit.

Ownership of the contents of all disk file storage on all school computer systems and networks is retained by The Summit, which asserts the right to access and inspect all user files to maintain system integrity and insure that users are using the system responsibly. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy. The Summit reserves the right to monitor any computer devices attached to the Summit's network and/or activities such devices are involved in.

The Purpose of Internet Access

The Summit Country Day School provides Internet access to students, teachers, administrators, and staff through the Hamilton/Clermont Cooperative Association of Boards of Education (HCCA).

Internet access enhances our educational program. Students and faculty use the Internet and our Summit Portal website for research and e-mail communication. Internet access gives each member of our campus community the ability to collect information from a variety of institutions, to participate in collaborative projects with others, and to take virtual field trips to Internet sites around the world.

Cautions

Since the Internet is made up of thousands of computers and millions of users, much of the material available may not be considered educationally valuable in a school setting. Some of the material is controversial and would be considered

unacceptable by many -- and even more so in a school setting. Not all Internet users have children's best interests at heart. Parents and students are warned that neither HCCA nor The Summit has control of the information on the Internet nor do we provide any barriers to users accessing the full range of information available, other than those constraints imposed by finite resources. Sites accessible via the Internet may contain materials that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent of The Summit is to make Internet access available to further its educational goals and objectives, users will have the ability to access other materials as well.

The Summit believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child should follow.

Faculty and students use the HCCA Network at his/her own risk. The Summit makes no warranties with respect to HCCA Network service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a user over the HCCA Network, or from accepting such advice;
2. Any costs, liability or damages caused by the way the user chooses to use his/her Summit network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of HCCA Network.
4. While HCCA Network and The Summit support the privacy of electronic mail, account users must assume that this cannot be guaranteed.

The signing of the **Acceptable Use Agreement** attests that the student shall not contractually obligate The Summit, the Summit Board of Trustees, any school official, or any person for any services, products, etc., which may be available through and offered over the Internet and that if the student should so obligate The Summit, the Board, school official, or person, that the parent shall assume full financial responsibility and shall indemnify, defend, and hold The Summit, the Board, school official harmless.

In training campus users on technology safety and security practices The Summit employs the use of materials available on the iSAFE website (www.isafe.org). Campus users are urged to become alert to dangers in the use of online tools and to deepen their own knowledge of safety practices beyond school training sessions. Currently, the appeal of social networking websites is strong. Our advice to users is also strong in this regard: campus users are advised never to share personal information on any website, especially public websites where information can remain available indefinitely. Student use of blogs, wikis, or other social networking websites at The Summit is limited to those sites that have been approved by the school administration; further, student participation on any such websites is limited in that it is to be on a managed educational website where teacher oversight is employed, no personal information is published, and submissions require teacher approval for posting. For instance, The Summit is a member of the Notre Dame Virtual School (NDVS) web community, a web community linking schools world-wide that are staffed or affiliated with the Sisters of Notre Dame de Namur. As members of this world-wide web community, Summit students may be sharing their opinions and ideas by way of a blog established on an NDVS website. NDVS websites employ oversight, approval before posting, and protection from posting personal information. Participation on such approved and monitored websites enriches the learning experience for our students and provides an instructive way to learn effective communication skills in today's world.

Computers are available before and after school but availability may be limited. Everyone who desires time for computer and Internet activity must be patient and considerate as there are many others who also need to use this resource. Students must also be mindful that the Internet should not be considered as the only source of one's information. Users should work well ahead of any deadlines to try to avoid Internet access difficulties.

Acceptable Use Agreement

All students in grades 1 - 12 and their parents will be asked to sign the Computer Technology **Acceptable Use Agreement** to indicate their agreement to support and uphold our computer network and Internet use policies. This ensures that each family understands our position. These agreements will be collected by the secretary in each division.

Internet versus Intranet

Classroom projects that use the Internet will include a discussion of Internet issues reflected in this policy. Internet navigational and search strategies will be taught as appropriate within the classroom settings.

The Summit runs an Intranet server on our campus network. Information on this server is intended for use by students, faculty and staff using campus computers. The Intranet can also be the medium for publishing more personal information since its audience is limited to the local network on our campus. Student projects or materials for class projects will often be available through our Intranet rather than our Internet server.

Courtesy

Users who are accustomed to a personal computer at home need to be more considerate of others when using the school's computers and Internet access. Frivolous use may interfere with normal campus network traffic and will certainly interfere with the speed of others at The Summit sharing our Internet line. Downloading programs or changing the computer's setup is not permitted. Courtesy and etiquette should characterize all network and Internet communications. Be polite. Ask permission. Be considerate.

E-Mail

Electronic mail accounts may be given to students who have a demonstrated need for e-mail at school. The school will require written permission from the parents of a student before the student is given an account. E-mail accounts issued to students through The Summit are created, managed, and remain the property of The Summit. A student's e-mail account may be disabled or removed for violations of school policies. E-mail is not private and students are subject to disciplinary action for misuse of e-mail communication as judged by The Summit. Training is required and all e-mail users are expected to comply with The Summit, Microsoft, and HCCA e-mail policies.

Individuals who have mail privileges should not say anything in an e-mail communication that they would not want made public. An electronic mail return address contains an individual's name as well as a Summit extension (@summitcds.org). As a result, actions in "cyber-space" will be a reflection on the school and HCCA as well as on the individual. Abusive language, swearing, or profanity will not be tolerated in e-mail anymore than it would be tolerated in the school's hallways or classrooms. Anyone who receives inappropriate e-mail should report the occurrence to a Technology Team faculty member.

Students with e-mail accounts should be especially wary of "friendships" developed on-line. It is easy for a male to pose as a female or for an older person to pretend to be younger. Students should never give an e-mail acquaintance their real name, home address, or phone number and should never arrange to meet an e-mail acquaintance in person unless accompanied by a parent.

Web Publishing

Students and faculty will publish information on web pages to post on Internet servers or on our Intranet server where only the local Summit computers can browse. These pages may promote the school, its projects and activities or they may simply provide a young writer with a real audience. Parents are encouraged to allow their children to publish their work on the Internet (or at least on the Intranet) to facilitate classroom projects that result in web page publication. The content of student work designed for web publication should respect copyright laws, policies of The Summit, and computer ethics.

Web pages are subject to the same copyright laws as other publishing mediums, so students' original work will be given the usual protection of the law. A student may choose to forego some or all of his/her exclusive rights to an original work by including a statement that allows copying or places a work in the public domain. In the absence of such a statement, requests for permission to copy a work will be forwarded to the student and parent in question. It is expected that students' names and work may be published on the school's Intranet without such precautions since it would only be available to users on our campus.

Copyright Law

In the United States, no copyright statement is necessary to claim copyright of an original work. However, it is still customary to attach a copyright notice on copyrighted works. The four elements of the statement include: the copyright symbol ©, the word "Copyright," the year of copyright, the name of the copyright holder, and the phrase "All rights reserved." The term "Copyright" may now be used in place of the © Copyright Symbol in the U.S. Students are free to include such a copyright notice if they are permitted to use their full name.

Individuals using the Internet at The Summit are obliged to respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.

Acceptable Use

Some examples of acceptable uses of the Internet include searching for current research, visiting virtual museums, gathering stock market data or company profiles, searching for books in the Library of Congress, checking on weather data, and enhancing the school's web page with new artwork. Keep in mind that the purpose of the acceptable use is as important as the use itself. The uses listed above are most acceptable when they directly support the educational program of the school. Some exploration of the Web is natural, inevitable, and probably beneficial. This kind of Internet use, though acceptable, will not be allowed whenever it infringes on other, more serious demands for the school's limited computer resources.

Unacceptable Use

Examples of unacceptable uses of the school's network and Internet access include using abusive or suggestive language, visiting web pages that offer pornographic or exploitative images, damaging or modifying files that are the property of others, making illegal copies of copyrighted material, using school computers or Internet for commercial gain, and hampering the ability of others to use their computer systems.

Specifically, users agree not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Users are not to publish any material in any format as representing The Summit without the expressed permission of the school's administration. Users are not permitted to use the school's computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

Students must not let their curiosity lead them to inappropriate material. If there is any clue that a web link might lead to unacceptable information, students are responsible for avoiding that location. If anyone does accidentally come across something unacceptable on the Internet, it is his or her responsibility to stop the connection and tell the faculty supervisor about it immediately. Both at home and at school students should be mindful to use technology resources consistent with the values expressed in our Educating For Character program. Respect, courtesy and civility should characterize every communication, and users should avoid audio, visual or text websites that are objectionable as defined above.

Promoting Acceptable Use

Every user is responsible to act ethically and in full accord with our policies. Our Internet connection is monitored through The Summit and HCCA where logs of the Internet activity of each Summit workstation are kept. Through these logs, inappropriate use can be traced back to a user at the school whose use will then be investigated.

Consequences for Unacceptable Use

The school may take disciplinary action against any user who violates the **Acceptable Use Policy**. Disciplinary actions may also be taken against those who use e-mail, web posts, or telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

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