



Summerhill Information Technology Acceptable Use Policy

- Students are responsible for their behaviour on the school computers. They are expected to behave in accordance with the Code of Conduct and Regulations of the school and to observe the rules that apply to computer and Internet usage.
 - The use of the Internet is a privilege and not a right. Permission to use the Internet is given to those who have agreed to abide by the school rules and Information technology policies.
 - The benefit of being connected to the Internet is that it can expand the classroom teaching by making resource material from all over the world available to students. While the benefits of the Internet are great, parents and students need to be aware that the Internet is an unregulated and uncensored source of information or pictures that may be objectionable. Acceptable behaviour and responsible attitudes will however be encouraged and stressed at all times.
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1. All data and personal files saved on the network are the property of Summerhill Preparatory and can be monitored.
 2. All students are expected to use the technology in a safe and responsible way and to treat all I.T. equipment with respect and care.
 3. **NO** food or drink is allowed in the I.T. labs, including chewing gum.
 4. No student may use the computers without a staff member being present.
 5. Students may only store school related material on computers. Copying of music, videos and applications is prohibited.
 6. Students may not use I.T. equipment to communicate with each other during class time unless stipulated otherwise and supervised by a teacher. This includes e-mail, chat messaging and social networking sites like Facebook, Twitter, Google chat and Instagram.
 7. Students may not play games on the computers or over the Internet, unless stipulated differently and are supervised by a teacher.
 8. No student may use another student's account details or credentials. Any loss or misuse of login details must result in user's password being changed.
 9. Students may not modify computer files, folders or settings without authorisation from an I.T. staff member.
 10. Students may only use the printers for school related tasks with permission from the relevant staff member.

Summerhill Preparatory will not permit the following:

- The purposeful transmission, viewing or creation of obscene, offensive or inappropriate material.
- Unauthorised installation of software on the school's I.T. equipment.
- Use of another student's credentials.
- Any unauthorized attempt to gain access to or modify another person's work.
- Any form of plagiarism, which is a serious offence at Summerhill.
- Students may not take photographs or video footage of another student or member of staff unless this is part of an activity sanctioned by a member of staff.
- Any form of Cyberbullying.

Please note:

- Users are responsible for any misconduct whilst any I.T. equipment is logged in under their name. Care must be taken to log out once work has been completed.
- Summerhill has the right to monitor all accounts and the use of the Internet.
- The network administrator has the right to delete files which are deemed to be unrelated to Summerhill.
- Students are required to follow any instruction with regard to their use of the Internet given by the network administrator or member of the teaching staff.
- Whilst all reasonable steps are taken to ensure compliance with these rules, Summerhill will not be held responsible for any loss or damage of any nature whatsoever arising from a breach of these rules by any person.
- Use of any I.T. equipment is available only to Summerhill students who have signed and returned the form below.

As a student at Summerhill Preparatory and a user of the I.T. equipment, I understand and agree to abide by the Information Technology Acceptable Use and E-Mail Acceptable Use Policy.

Student's signature: _____ Date: _____

As the legal guardian of the student signing above, I have read the Internet and computer rules and I hereby grant permission for my son/daughter to use the Internet and electronic mail.

Legal guardian's signature: _____ Date: _____

Full Name of student: _____ Grade: _____