Springmont Student Technology Policy
2020-2021

This policy is set forth by Springmont and governs the use of technology during both On Campus and At Home learning for all Elementary and Middle School students.

Overview
Springmont provides computer equipment, network access, student email accounts and access to the Internet for educational use, not for personal or entertainment purposes. These resources are provided for users to collaborate and share information locally, communicate and collaborate nationally and internationally, learn new concepts and software, and research diverse subjects. Users are expected to make responsible choices when using technology.

Everyone, including parents, teachers, administration and students are encouraged to discuss the appropriate, ethical and responsible use of the Internet and technology in both home and school environments. This policy applies to school-provided computers and personal devices when used on campus and more generally applies to communication between members of the school community.

Purpose
Springmont has adopted this Student Technology Policy to set guidelines for accessing the computer network and the Internet. The guidelines are in place to protect the school and its users. Inappropriate use of technology exposes the school to risks including virus attacks, the compromise of network systems and services, and legal ramifications.

All users with school-provided access to technology are required to review this policy annually. By reviewing this policy, users agree to follow the rules set forth in this policy. Parties agreeing to this policy also understand that Springmont may revise the Student Technology Policy as it deems necessary.

User Responsibilities

- Technology security is the responsibility of all Springmont users who use the school's technology resources.
- Users should refrain from opening email attachments that are from unknown sources or are suspicious in nature.
- Users should log out of any computer if it will be left unattended or shut down any computer if it will be unused for the weekend or any other long periods of time including but not limited to breaks and vacations.

Acceptable Use

- Use the Internet, network access, student email account and technology responsibly, appropriately and respectfully in accordance with the requirements of each particular assignment or task.
- Use the Internet, network access and technology only for school-related work and only visit web sites related to schoolwork.
- Ask permission to download, upload or stream anything from/to the Internet; (e.g. software, music, and pictures).
- Document materials used as resources and learn to evaluate sites regarding their credibility as sources.
- Model appropriate and respectful Internet use etiquette.

- Report immediately any information received that is inappropriate or uncomfortable, any security problems identified on the network, and any accidental visit to sites containing obscene and/or inappropriate material.

Unacceptable Use
Springmont technology equipment and networks are for professional, academic and administrative use. Strictly prohibited uses include, but are not limited to:

- Selling or purchasing any illegal substance.
- Online gambling and gaming.
- Accessing, transmitting or downloading sexually explicit or obscene content, or material that violates sexual harassment laws.
- Transmitting or downloading confidential information that the user is not legitimately entitled to access.
- Downloading any material to a school computer from a flash drive without permission.
- Unauthorized copying of copyrighted material. Copyrighted material includes but is not limited to digitization and distribution of photographs and articles from magazines, books or other copyrighted sources, copyrighted music, movies, games and television broadcasts, and the installation of any copyrighted software for which Springmont or the end-user does not possess an active license.
- Downloading, installing or using any File Sharing program or service.
- Any form of harassment via email, chat, telephone, texting or paging.
- Student cell phone use is prohibited on campus at all times. Cell phone usage on Middle School class trips is clearly outlined to students at the start of each trip and enforced by the Middle School faculty.

Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to:

- Deleting, copying, modifying or forging other users' emails, files or data. Disclosing one's account password to other users or sharing accounts.
- Accessing another user's email or network account without permission, and as a result of that access, reading or forwarding the other user's emails or files without that user's permission.
- Purposefully damaging computer equipment, files, data or the network.
- Circumventing users' ability to access their account or perform other required duties that use technology; (e.g. changing another user's password).
- Accessing, transmitting, downloading or executing computer viruses, Trojan horses or other harmful files, code or programs.
- Accessing, transmitting or downloading "chain letters" or any type of "pyramid schemes."
- Network use that greatly diminishes bandwidth availability including but not limited to online gaming, audio and video streaming, and large file downloads such as music, movies, television broadcasts, and software unless otherwise approved.

Use of Personal Devices
Permission is required for any student to bring a personal laptop or other devices for use in class. In most cases, personal laptop permission is reserved for Middle School students with occasional exceptions at the Elementary level.

Any personal computers bought to Springmont's campus for use in class must first be scanned for viruses and checked for the latest Microsoft Windows/Google ChromeBook/Apple OS updates. Prior to use in class, all computers must be checked by Springmont's IT Manager and will not be given access to network printers or the Internet until cleared. If a student's personal computer does not have the latest anti-virus protection software definitions installed and/or the user needs anti-virus software, the IT Manager will grant a license for installation for that computer at no cost to the user.

Springmont expects laptops brought from home to be used responsibly. Laptops should not be used as "entertainment centers," and games, movies and music are not permitted on campus, including during Early Morning Care or Extended Day hours. The presence of inappropriate materials on laptops and other personal devices brought from home may lead to disciplinary action.

Springmont reserves the right to access any personal devices being used on campus for any reason. Possible reasons include, but are not limited to:

- A personal device causing problems to network and Internet access
- Suspicion of inappropriate use

Internet Safety

Due to the anonymous nature of the Internet and email, it is important for users to follow safety precautions while using the Internet.

- Users are not permitted to use Instant Messaging or any chat programs unless otherwise approved.
- Users should never give out identifying information—full name, home address, school name, or telephone number when signing up for a service, chatting or posting to a public bulletin board.
- Users, in general, should be cautious about providing personal information.
- Users should never respond to email messages, chats or electronic forum items that are suggestive, obscene, belligerent or threatening or make them feel uncomfortable.
- Users should report any suggestive, obscene, belligerent, threatening or uncomfortable experiences to the school administration.

Enforcement

The use of Springmont computer equipment, network access, student email accounts and Internet services is a privilege, not a right, and inappropriate use may result in users' privileges being denied, revoked or suspended at any time. Inappropriate use may also lead to disciplinary action.