

**For: Each Junior High and High School Student**  
**Sant Bani School Computer Devices and Internet Acceptable Use Policy**

*This policy applies to all personal laptop computers and media devices brought to campus, or to school related functions and on school trips. Any laptops, cell phone, or device will be relinquished immediately on request of any staff. Laptops must have virus/spyware software installed and working.*

Sant Bani School is fortunate to offer you access to computers, computer space, a local network, software, printers for day work, email accounts for High School students, and the Internet for research and educational purposes. As a student, you are encouraged to use these resources in your academic endeavors, and to communicate appropriately with others.

Access to these resources is a privilege that demands your responsible, ethical use consistent with Sant Bani School values and mission. A student's inappropriate use or encouraging others to inappropriately use devices or the Internet is considered a disciplinary offense.

*If you are in **Junior High**, you need to get permission for your purpose from a teacher **each time** you wish to use the Internet any time at school and all your other media devices need to be completely turned off while at school.*

*As with other behaviors, the nature of some offenses occurring outside of school affect the school community and may require school intervention and discipline.*

**Some Examples of Appropriate Uses for Any Computer or Electronic Media Device:**

- Academic research and approved academic communication
- Using licensed and installed word processing, graphics, or other academic software for school work
- Finding college and scholarship information; Composing and printing school and academic work
- Helping others learn, interactive projects, and information sharing approved by the faculty
- Appropriate e-mail communications as time and access allow – email is for High School only – unless directed by staff.

**Some Examples of Inappropriate Uses for Any Computer or Electronic Media Device:**

- Plagiarizing or violating copyright law - *downloading, unauthorized transfer or use of copyrighted information, software, video, music, etc.* – copying, storing, or changing another student or any staff member's work
- Tampering with computers - *loading any software, piracy, hacking, harming equipment, etc.*
- Viewing, reading, storing, or transferring violent, obscene, racist, sexually explicit or pornographic material. This applies to both real and virtual sites and material.
- For-profit activities, auction selling or bidding, buying or selling things, money transactions of any kind while at school.
- Inappropriate postings or e-mail communications - *hate mail, anonymous messages, chain letters, harassment, racist, sexist, obscene language, bullying, etc.* - with either school or private accounts, while at school or not.
- Invading the privacy of others by storing, posting or sending photos or personal information about any other member of the Sant Bani community or any person without explicit specific permission.
- Obsessive or inappropriate use or viewing of social-networking sites.
- Using online chat, online phone and/or online live video, instant messaging, or playing any games while at school
- Encouraging others to misuse these tools or the Internet

**Violation of these guidelines may result in suspension or revocation of your computer or Internet privileges, banning your equipment or other discipline, suspension from school, or even legal action fitting the seriousness of the offense. Parents also agree to bear any legal or other costs that result from their student's infraction of these guidelines.**

**We have read and agree to abide by the Sant Bani School Computer and Internet Acceptable Use Policy.**

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

***Sign and Return a copy of this form- one for each student- to the front desk.***