



COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY

Sussex Academy is pleased to make available to students access to the school Network and to the Internet. In order for us to be able to continue to make the computer Network and Internet access available, all students must take responsibility for appropriate and lawful use of these resources. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to benefit from such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the Network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Listed below are the provisions of your agreement regarding computer Network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied and he may be subject to additional disciplinary action.

Student Access

A student who submits a properly signed Policy and Agreement to the school and follows the policy to which the student has agreed will be permitted access to the Sussex Academy Network and Internet. Students will be asked to sign a new Policy and Agreement *each year* during which they are students at Sussex Academy before they are given access to the Network and the Internet.

Guidelines:

While the State has filters and firewalls in place to block and/or restrict access to inappropriate websites, all users and their parents/guardians are advised that access to any network may include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and stay away from these sites.

- Electronic Correspondence using Sussex Academy devices such as chat rooms, personal email accounts, instant messages, blogs, or similar is prohibited.
- The following uses are also **prohibited**:
 - Offering for sale or use of any substance as outlined in the Student Handbook;
 - Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law;
 - Intruding into the restricted portions of the school network or the electronic devices of others;
 - Downloading any programs or files for personal use;
 - Game/music playing on Sussex Academy devices;
 - Using Proxy servers;
 - Commercial use;
 - Students may not sell, buy or bid on anything over the Internet.
 - Student may not supply private information about themselves or others, including credit card numbers, social security numbers, private addresses, etc.
 - Connecting a personal device to the Sussex Academy Network without permission.
- You must not disclose or share your password with others.

Privacy

Network and Internet access is provided as a tool for your education. Sussex Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such



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information shall be the property of Sussex Academy and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement

The student's use of the computer network and Internet is a privilege, not a right. A user who violates this policy and breaches this Agreement, will receive a minimum of two weeks suspension from using Sussex Academy electronic resources including the school network and internet. Any second offense will result in the termination of use of the Sussex Academy's electronic resources for up to the remainder of the year.

Sussex Academy Chromebook Acceptable Use Policy

Providing students with an individual Chromebook in a 1-to-1 environment gives an opportunity to enhance each student's overall learning experience. Utilizing the Chromebooks at the Sussex Academy gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies.

All Chromebooks remain property of the Sussex Academy and are subject to the same acceptable use guidelines as all other Sussex Academy electronic devices. All applications (apps), files and documents stored on the Chromebook are the property of the Sussex Academy. Sussex Academy will manage the operating system and applications through Google. The school reserves the right to confiscate and search a student's Chromebook to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to, but not limited to, repossession, overnight confiscation, removal of content or disciplinary action including suspension or expulsion. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Sussex Academy is not responsible for the financial loss of any personal files that are deleted.

Student Responsibilities:

- **Caring for the Chromebook**
 - Students are required to purchase protective covers/cases for their Chromebooks.
 - The Chromebook screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the Chromebook.
 - Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the Chromebook's screen.
 - Defacing of the Chromebook in any way is prohibited (stickers, markers, etc).
- **Safeguarding and Maintaining as an Academic Tool.**
 - The Chromebook is required to be at school every day, fully charged. If a Chromebook is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their Chromebook.
 - Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
 - Items deleted from the Chromebook cannot be 'undeleted', so backing up your work is very important. Work completed on the Chromebook should be stored to the cloud.
 - Preloaded apps may not be deleted. All apps must be updated when an update becomes available.
 - Only school approved apps are allowed to be installed and used on the Chromebook.
 - The whereabouts of the Chromebook should be known at all times. It is student responsibility to keep their Chromebook safe and secure.

Chromebooks belonging to other students are not to be tampered with in any manner.



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If a Chromebook is found unattended, it should be given to the nearest faculty/staff member.

- o Lost, Damaged or Stolen Chromebook
- o If the Chromebook is lost, stolen, or damaged notify your homeroom teacher immediately.
- o The student is responsible for the cost for replacing a Chromebook that is lost, stolen, or damaged.

The Chromebook is subject to routine monitoring by teachers, administrators, and technology staff. The Sussex Academy Technology Department will periodically monitor Chromebook wireless activity. If the acceptable use policy is violated, the Chromebook may be remotely locked down, wiped, and/or confiscated.

Prohibited Uses Include:

- Accessing Inappropriate Materials - All material on the Chromebook must adhere to the values and mission of Sussex Academy. Students must abide by the same prohibited uses as the use of Sussex Academy computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, harmful, or sexually explicit materials.
- Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to install unauthorized apps on their Chromebook's.
- Violating Copyrights - any items downloaded and/or synced to the Chromebook must be in compliance with Federal copyright laws.
- Cameras - Students must use good judgment and follow the predefined Sussex Academy rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in restrooms or the locker room, *regardless of intent*, will be treated as a serious violation.
 - o Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
- Misuse of Passwords/Unauthorized Access - Students must set a passcode on their Chromebook to prevent other students from misusing their Chromebook. This passcode must be given to the school to be kept on file. The school must be notified if the passcode is changed at any time. Any student caught trying to gain access to other students' accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism - Sussex Academy will not tolerate any attempts to destroy hardware, software or data.
- Unauthorized access or hacking or other unlawful activities by minors online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors or other students.



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Return This Form Before Being Issued a Chromebook

Every student must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing **Chromebook Acceptable Use Policy** and the **Computer, Network, and Internet Acceptable Use Policy**. I agree that in keeping with the spirit and philosophy of the Sussex Academy, it is ultimately my responsibility to make good choices when I use the Chromebook and computer network. Should I commit any violation or in any way misuse my access to Sussex Academy's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Name (Please print clearly)

User signature Date

Parent or Guardian Network Usage Agreement (to be read and signed by parents or guardians)

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of Sussex Academy's **Chromebook Acceptable Use Policy**, and the **Computer, Network, and Internet Acceptable Use Policy** for the students' access to the school's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the both Policies. I am therefore signing this Policy and agree to indemnify and hold harmless Sussex Academy against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his access to such networks or his violation of the foregoing Policy. Also, in the case of lost, stolen, or damaged Chromebook, I accept responsibility for the replacement cost of the Chromebook. I also agree to surrender or pay for the Chromebook should my child no longer attend Sussex Academy.

I hereby give permission for my child to use the Chromebook and the building-approved account to access the computer network and the Internet.

Parent/Guardian Name (Please print clearly)

Parent Signature Date