

January 13th, 2009

Dear Parents,

Hello! My name is Josh Seamon and I am the Director of Academic Technology Integration at St. Johnsbury Academy. I have created two online accounts for all St. Johnsbury Academy students. One is for a personal stjlabs.com email account and the other is for the school web portal. These email addresses and portal accounts, like the computers in the library, are the property of the school and thus have certain guidelines attached to them. I am writing to inform you of the Academy's guidelines for use of technology and the school network.

On pages 42 and 43 of the Student Handbook, the ***Guidelines for the St. Johnsbury Academy Computer Network*** includes the following points:

7. Use of appropriate language. Profanity or obscenity will not be tolerated on St. Johnsbury Academy's network. You must use language appropriate for school situations as indicated by school policy.
8. Personal attacks are an unacceptable use of the network.

It is my expectation that students will use the stjlabs.com email addresses and portal accounts with these guidelines in mind. These email and portal accounts are property of the school, and like school computers, are moderated by an adult. As the moderator, I have access to the information in those accounts.

If students are found in violation of the school technology use policy, the punishment varies due to the gravity of the offense. The handbook notes that *inappropriate use will result in a cancellation of that privilege*. Students could lose access to their accounts, school computers, or in some cases, there could be more serious consequences.

I feel that these accounts will be beneficial. In the past, students have used them to contact teachers about missing assignments or questions about class. They have collaborated with their peers on projects. They have become more familiar with the technology they will use in college and the workforce. Overall, the accounts are a success.

In order to help your students understand our expectations of technology use at the Academy, I would like to have you and your student sign the attached form and return it to me via your student's advisor. The penalties for violating this policy are serious, but the message we want them to understand is that in the world outside of the Academy, inappropriate use of technology could result in expulsion from college or the loss of a job. This is a lesson we want them to learn now. I have included a copy of the policy for you to review with your student.

Please return the signed agreement to your advisor by Friday, 1/23. **Students will receive their login credentials as soon as they turn in their signed agreements.**

If you have any questions, please contact me at josh@stjlabs.com or (802) 751-2480.

Thank you,

Josh Seamon

**STUDENT/PARENT TECHNOLOGY AGREEMENT
SCHOOL POLICY FOR STUDENTS ON ACCEPTABLE USE OF
TECHNOLOGY RESOURCES**

Student

I, _____ (student's full name) have read, understand, and agree to follow the Academy's School Policy for Students on Acceptable Use of Technology Resources as it applies to school computers, the school network, and the stjabs.com accounts. I understand that a violation of policy could result in loss of technology privileges or other consequences.

Student Signature

Date

Parent

I have read and understand the Academy's expectations regarding my student's use of school technology as explained in the Student Handbook. I have discussed this policy with my student.

Parent Signature

Date

SCHOOL POLICY FOR STUDENTS ON ACCEPTABLE USE OF TECHNOLOGY RESOURCES (Student Handbook pages 41-43)

Please read this as you are responsible for knowing and following these policies. These policies promote the ethical use of networking at St. Johnsbury Academy and apply to all telephone and data communications.

In support of St. Johnsbury Academy's mission of teaching and research, the school provides both computer and voice networks to facilitate access to information resources. Internet access is available to the St. Johnsbury community of students, faculty, and staff because we believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. On a global network it is impossible to control all materials; an industrious user may discover controversial materials. St. Johnsbury Academy firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the school's educational goals.

St. Johnsbury Academy's Internet usage is to support research and education by providing access to unique resources and the opportunity for collaborative work.

Rights and Responsibilities

Computer networks and telecommunication services provide access to resources on and off campus as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

The use of the St. Johnsbury Network, which includes phones, e-mail, and Internet access, is a privilege not a right, and inappropriate use will result in a cancellation of that privilege. The Assistant Headmaster will judge what is inappropriate use. A student may appeal a cancellation to the Headmaster. The decision of the Headmaster is final.

System administrators may access user files as required to protect the integrity of computer systems. At the Assistant Headmaster's or Headmaster's request system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted or damaged.

All existing laws (federal and state) and St. Johnsbury Academy regulations and policies apply, including not only those laws and regulations that are specific to computers and networks but also those that may apply generally to personal conduct. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies or procedures. Complaints alleging misuse of St. Johnsbury Academy resources will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties, including fines and imprisonment.

Guidelines for the St. Johnsbury Academy Computer Network

1. Never share your password or account with anyone. You have full responsibility for the use of your account. You will be held responsible for any violations of these rules that can be traced to your account.
2. Do not vandalize computers, software, voice or data network devices, or cabling.

3. St. Johnsbury Academy encourages a respect for intellectual property. We expect all users to adhere to the school policy on plagiarism and obey all copyright laws.
4. Do not post personal communications in a public forum without the author's prior consent. All messages posted in a public forum such as a news group may be copied in subsequent communications, so long as proper attribution is given.
5. Do not use the network for any illegal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
6. Do not deliberately spread computer viruses. Deliberate attempts to degrade or disrupt system performance of St. Johnsbury Academy's network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
7. Use appropriate language. Profanity or obscenity will not be tolerated on St. Johnsbury Academy's network. You must use language appropriate for school situations as indicated by school policy.
8. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack, bring the incident to the attention of a teacher, advisor or member of the peer mediator group.
9. Be aware that giving out personal information on the Internet can be dangerous.
10. Do not intentionally search for, view, and/or distribute inappropriate materials.

Examples of Misuse

This list is comprehensive, but it should not be considered all-inclusive. If the school deems that a violation in the spirit of "tampering" has occurred, the student cannot use as a defense that there has been no infraction simply because it does not appear on the list.

1. Using the campus network to gain unauthorized access to any computer systems. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, voice or data networks.
2. Knowingly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
3. Attempting to circumvent data protection schemes or uncover security loopholes.
4. Violating terms of applicable software license agreements or copyright laws.
5. Using e-mail to harass others.
6. Posting on electronic bulletin boards materials that violate existing laws or St. Johnsbury Academy's codes of conduct.
7. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.