Lower School Handbook ~ 2026-2027

Our Mission: ***Inspiring scholars, athletes, and artists to explore, serve, and lead.*** Ver 6.2.2026

Our Core Values: **Honesty, Respect, Generosity of Spirit, and Best Efforts**

Honesty: Our school exists in a climate of honesty and trust, which sustains our community and encompasses all of its transactions. We strive to be honest in our work, in our dealings with one another, and with ourselves. Integrity is everyone's responsibility.

Respect: We respect one another, our school, our country, our environment, and ourselves. We respect all the differences in others that contribute to the diversity of our community.

We demonstrate respect for ourselves through self-examination and a serious commitment to behaving uprightly. We demonstrate our respect for others in many ways: by respecting their physical space, by respecting their feelings and beliefs, by listening when they speak, by respecting their right to live in a physically and psychologically safe community. We demonstrate respect for our environment by bearing in mind how fragile and irreplaceable it is, and by acting to preserve and protect the world in which we live.

Generosity of Spirit: At all times, we seek to act with the welfare of others as the highest priority. We treat one another with empathy and kindness. We accept responsibility for the impact our words and deeds have on others. We assume the best of intentions in one another. We are optimists. We believe in forgiveness, forbearance, and patience.

Best Efforts: We value doing one's best—in the classroom, on the playing fields, and in all our endeavors. We attempt to be our best selves. We believe in teamwork, competition, and collaboration, and we connect effort with excellence.

SGS Inclusion Statement: Saint George's School is committed to creating and maintaining a diverse, equitable, and inclusive environment committed to the success of all members of the population that it serves; our community aspires to celebrate and reflect the broad diversity of the human experience.

As members of the SGS community, we realize that creating and maintaining such an environment will not happen by chance; acceptance and belonging must be the result of institutional and individual resolve as well as intentional education, awareness, and decision-making.

Consistent with our school philosophy, SGS values diversity and personal well-being while protecting and promoting freedom of thought, freedom of inquiry, and freedom of expression excluding hate speech. Freedom of expression must honor our Core Values, which include respect for one another by respecting all of the differences in others that contribute to the diversity of our community. Members of the SGS community further recognize that inclusion is an ongoing process that requires our sustained Best Efforts. In accordance with our inclusive spirit, the SGS Board of Trustees has adopted Gender Identity Guidance which can be found in Appendix A at the end of this handbook.

Lower School Hours

Lower School is in session from 8:25 am - 3:10 pm.

All outside entrance doors are locked throughout the day. During morning drop-off, students will be granted access through the main entrance from 8:00-8:30 a.m. **If arriving before 8:00 a.m., children must remain with parents or guardians until doors open at 8:00 a.m. Please do not leave children unattended.** Students arriving before 8:15 a.m. will be supervised in the Lower School Library until classrooms open. We strongly recommend that ALL students be in their classrooms by 8:15 a.m. to prepare for classes to start promptly at 8:25 a.m. Tardies will be marked after 8:25 a.m.

Visitors to the building must pre-arrange their arrival for security reasons. You will buzz the office from the main doors. Shannon Sevigny will be keeping a visitor log of anticipated arrivals. If you will be coming to our building for any non-volunteering reasons, please email **BOTH** shannon.sevigny@sgs.org and the relevant staff member(s) with whom you have an appointment. Teachers will take care of apprising Shannon about which volunteers to expect and when.

All late deliveries of lunches, clothing, materials, etc. are to be brought to the Lower School office for drop off to reduce distractions from learning. We will get them to your child in a timely manner.

Attendance

Tardies, especially frequent tardies, disconnect students from their class's early morning routine, instruction, and work time. Students should be unpacked and ready for class learning activities at 8:25 or before. Please make every effort to make tardies a rarity. Thank you for your cooperation.

If a student will be late or absent for the day, please email the classroom teacher(s) **and** Shannon Sevigny (shannon.sevigny@sgs.org), or call the LS Office, or use the Edsby Attendance feature, all before 8:25 am. If we haven't heard from parents by 8:30, we will assume that the parents do not know that their child is missing from school **which will initiate an emergency call procedure.**

If a student arrives late to school, please escort your child to the office to sign in and receive a late pass to class so that attendance records can be updated. If a student needs to leave school early, the parent must sign the student out at the office. Since we run a very busy learning environment, we require advanced notices of upcoming absences, late arrivals, or early pick-ups. Teachers often plan their days and student learnings to the minute. Please send notices of attendance anomalies through the same means (Edsby) as regular absences.

Dismissal is at 3:10, and busses roll at 3:20. If a child does not ride the bus home or attend an After School Enrichment Club, **they must be picked up by 3:20** so that staff can get on with the rest of their workday and to meetings.

Classroom Assignments When Absent

Being present is critical to students' continuity of learning and grasp of newly introduced skills. Daily full-day attendance is essential to both your child's academic and social development for success. We realize illnesses and emergencies are unavoidable. However, other absences during school hours, such as appointments and family trips, should be avoided as much as possible.

Teachers do not provide classroom assignments prior to absences, even pre-planned family vacations. Students will receive any necessary missed classroom assignments upon their *return* to school and will be responsible for completing them in a timely manner. Teachers will communicate expected time frames for assignment completion. Please note that while these

assignments provide essential practice, they do not fully replicate the instructional time missed during the absence.

Parent/Teacher Conferences

For the 2026-27 school year, please mark your calendars for October 22 and 23, and also February 4 and 5, for both sets of our LS Conference days. Conference sign-ups go out from Shannon Sevigny about one month prior, so be on the lookout for communications from her. Erika's Head of Lower School weekly newsletter will also give reminders.

At our LS conferences, teachers share assessment evidence, observations, and some student reflections. **Conferences are held in-person only** to allow for the best viewing and discussion of student work and progress.

Students with Two Households

We value partnering with all stakeholders in our students' education. If your child lives in two households, we request the following to help us collaborate effectively together:

- Please provide the office either the parenting plan or residential schedule for your child(ren). This helps us to understand and support the logistics of the family throughout the year.
- Emails from, and to, Saint George's staff/faculty about student concerns should include heads of both households, regardless of the initiator of the email.
- It is extraordinarily beneficial for both heads of household to attend Parent -Teacher - Student conferences together. We request that you coordinate schedules for joint meetings in this regard.

A team approach, and a chance for both parties to hear and discuss together the same information, is truly in the student's best interest.

LS Students' Personal Technology Policy

The Lower School offers school technology when it enhances the child's learning experience in the classroom. Technology tools have rapidly changed in the academic setting as well as personally over the years with both positive and negative ramifications. The Lower School faculty continually evaluates the best use of technology to support our programs and mission. We strive to foster in our students a sense of individual responsibility, problem-solving, and self-reliance.

Cellphones, personal internet-connected devices, or other direct home-to-student communication devices (e.g. watches) are a distraction in the learning environment.

The LS values the home-school connection and has procedures in place to contact students upon parent requests. If you need to contact your child or get a message to them during the school day, please do so through the office by calling Shannon Sevigny at 509-464-8743 or by emailing her at shannon.sevigny@sgs.org. Shannon will contact the child or teacher. Parents may also contact the child's teacher; however, **please note that teachers' first priority is to work directly with the students. Messages typically will not be viewed by them immediately, nor can they always provide an immediate response.**

The Lower School policy on use of cellphones, personal internet-connected devices, or other direct home-to-student communication devices (e.g. watches) is:

Students are to power off and store cellphones, personal internet-connected devices, and/or other direct home-to-student communication devices (including watches) in their backpacks upon arrival at school. Putting a device in "school mode" is not an acceptable alternative. Students who break these rules will have their device taken by a staff member, and it will be sent home at the end of the day. A follow-up email will be sent to parents by either the teacher or the Head of Lower School. Students may check their devices when school is dismissed. **This is a 24-hour policy for overnight trips.** Your understanding and support is appreciated.

Social Media

The school's Digital Citizenship Policy can be found in Appendix B below. If your LS student is active on social media, or their friends begin using it and ask your child to join, it is imperative that you review Appendix B with your child so that your student can abide by the school's policy.

Social Misconduct (Bullying, Harassment, or Conflict)

Saint George's is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Bullying and harassment, including online (see also Digital Citizenship Policy, appendix B), is an insidious aspect of human relations. Though we pride ourselves on our close-knit community, we know that sometimes students treat each other poorly. Though not all "mean" behavior is bullying, our goal is to instill respect and generosity of spirit for all. While we address these issues directly in assemblies, class meetings, and advisory, the only way for us to address specific instances is when students and parents come forward to the Division Head.

In such cases, we will investigate and address the negative behavior directly. The safety of the students and the community will be paramount. Administrative consequences may include, but are not limited to parent meeting, required counseling, and/or suspension or expulsion from the *school.*

In accordance with our Inclusion Statement (see p. 1), we recognize that civil rights laws prohibit discrimination and discriminatory harassment in K–12 public schools. A "protected class" is a group of people who share common characteristics and are protected from discrimination and harassment under federal and state law. These groups are protected classes under Washington state law: race and color, national origin, religion and creed, sex, sexual orientation, gender identity and gender expression, disability and the use of a trained dog guide or service animal, and honorably discharged veteran or military status.

Discrimination is the unfair or unequal treatment or harassment of a person or group because they are part of a defined group, known as a protected class. Discriminatory harassment is harassment based on a protected class. It can take many forms, such as threats, name-calling, derogatory jokes, physical assault, or other conduct that is physically threatening, harmful, or humiliating.

From The Office of the Superintendent of Public Schools
https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights/information-families-civil-rights-washington-schools/discriminatory-harassment
https://ospi.k12.wa.us/sites/default/files/2022-12/Religion.pdf

Social Misconduct (Bullying, Harassment, or Conflict) Resolution Procedures

- The school encourages students to work through conflicts directly with each other, when possible, with the SGS Core Values front and center: Honesty, Respect, Generosity of Spirit, and Best Efforts. Students should be clear when behavior is unwanted and respect when others share those messages.
- When direct conversation fails or the issue is of a sensitive nature, students and parents are encouraged to bring the issue to the attention of the student's advisor or class teacher. A student's advisor and/or teacher can be a resource and mentor for developing a plan and acting as a support to resolve conflict. Alternatively, students and parents may bring the issue to the division head or the counselor.
  - Reporting - When a report of social misconduct has been made to the division head, they will act immediately to investigate. The school will not tolerate retaliation of any kind against a person for reporting an incident. In addition, any student who maliciously and knowingly files a false report will be disciplined.
  - Disciplinary Action – If the investigation shows that the alleged offender did engage in social misconduct, the consequences will reflect the nature of the behavior. At all times, the report, investigation, and outcome will be handled in a serious and confidential manner.

Artificial Intelligence (AI)

Given the rapidly expanding fields of AI and generative technologies, the Upper School staff began investigating and testing some its features last year. The school is continuing to research and debate best practices and applications, including the realm of Academic Honesty. This will be done in consultation with the official policies of the IB and other institutions of higher learning and will involve the larger SGS community for its adoption.

Winter Weather at SGS

SGS considers safety first when deciding to keep school open or closed during harsh winter weather. Weather conditions can range across the region. Please use your own judgment as to whether or not to send your child to school given the conditions at your home. Busses will continue to run their regular routes unless large accumulations of snow necessitate the need to use emergency routes. We recognize that some students may arrive at school late by bus or private transportation on snowy days. Tardies will be forgiven in such cases.

It is important that students continue to arrive at their bus stops on time; if the temperatures are extreme please have your child wait in the car with you. We do not want students dropped off or waiting for delayed buses. Our SGS main office receptionist arrives at school at 7:30 a.m. (509 464-8741) and will have bus delay updates if needed.

Snow Days, Closures, and Emergency Events

In case of school closure due to weather or other unforeseen events, messages are sent out through the Bright Arrow platform. Parents are automatically enrolled through their contact info in PowerSchool. Closings are also posted on the school website, www.sgs.org, as well as on the ESD 101 website (https://esd101.net/services/technology/alerts).They are broadcast on all local TV and radio stations; check the television lists first. Generally, we notify the stations by 5:30 a.m. of closings.

In case of an emergency on campus or on a school-sponsored trip, our first goal is the safety of the students and adults. Once we have secured the situation, we will communicate the situation to families involved.

LS Food Allergies/Severe Allergies

Several students in the Lower School are severely allergic to peanuts and tree nuts. PLEASE AVOID BRINGING PEANUT/NUT PRODUCTS FOR SNACK, BIRTHDAY TREATS, OR ON-CAMPUS EVENTS. Thank you for helping keep our students safe!

Illness

Students should not come to school if they have had any of the following **in the past 24 hours**:

1. Signs or symptoms of a fever, such as chills, sweats, feeling "feverish" or having an elevated temperature at or greater than 100°F.

2. Any of the following symptoms that are not caused by another known condition: Cough, shortness of breath or chest tightness, sore throat, muscle or body aches, unexplained loss of taste or smell, nausea or vomiting, or diarrhea.

Medication

All medication, including over-the-counter medicines such as Tylenol, cough drops, and throat lozenges, must be left in the LS Office for disbursement. School personnel will only give medication to students if it is accompanied by a signed permission note describing dosage and administration directions. For liquid medication, the medication measuring cup/spoon must be included with the medication. Asthma inhalers may be carried daily by the student and self-administered if they are able to self-manage; otherwise, inhalers should be left in the LS office.

Movies

Sometimes, teachers will show either snippets, sections, or full movies in class. We rarely use movies as “treats” for good behavior or class incentives; rather, they are typically wrapped into curriculum goals. Teachers will announce ahead of time to students and parents if they will be showing an extended movie section, or the full movie. If you have concerns about the movie choice, you are welcome to opt your child out.

Birthdays

Our students often enjoy sharing their birthdays with their friends at school, but it is optional. If you would like to send treats to school for your child's special day, please contact your child's teacher at least three days in advance for scheduling purposes. As mentioned above, several students in the LS are severely allergic to peanuts/tree nuts; therefore, please avoid bringing peanuts/nut products for birthday treats. Please provide treats in individual servings, so that the teacher does not need to prepare, cut, or serve the treat. Parents are to provide paper plates and napkins if needed. If your child has food allergies, you are welcome to send a supply of alternative treats for party occasions. The teacher can store them for your child until needed.

Party invitations should not be passed out at school. We ask that you mail or email them instead. Parties are very important to young children. Please be sensitive to children's feelings and make these events inclusive rather than exclusive. Even though invites are sent outside of school, children still tend to talk about the upcoming party during the school day and are aware of parents picking up birthday party guests. With our small class sizes, all children want to feel that they belong. Homeroom teachers can offer more guidance regarding birthdays.

Volunteer Information and Background Checks

Volunteers are valuable assets to our instruction and programming. Volunteers must complete page 1 and read page 2 of the OSPI Fingerprint Based Authorization for Private School Volunteers Form. (If this link is not working, you will also find the pdf form on the Lower School’s

main Edsby page, right-hand column under 'Documents.') Volunteers cannot be convicted of any of the crimes listed on page 2 and the background check must be processed and cleared before they work in the classrooms. **Forms need to be updated every 3 years.** Volunteers do not actually have to be fingerprinted. Forms can be typed in, then emailed to tracy.gonser@sgs.org.

LS Lunch/Snack Information

We do not stock utensils, bowls, or plates for student lunches, so please remember to include any needed items for your child's lunch in their lunchboxes. If your child leaves their lunch at home or on the bus, we do have back-up lunch items that we will provide for them, such as Goldfish, granola bars & apple sauce. Your student should also pack a snack each day, something that they can easily eat without a utensil.

Due to serious food allergies in the Lower School, please do not pack items containing peanuts or tree nuts for lunch or snack. If sending popcorn, please send popcorn pre-popped. Due to the time limits at lunch, any lunches requiring multiple steps of microwaving, such as cup of noodles, mac 'n cheese cups, etc., are discouraged. **At home, please share safety tips about microwaves with your child. We have had several instances of sparks and smoke due to students putting foil or metal-based items in with their food.**

Also for safety, please consider sending food packed in non-glass containers. We have had glass items either break in lunchboxes, or break on the floor, resulting in dangerous glass shards that take time to properly and fully clean up. We would appreciate avoiding this hazard.

We teach students to eat the healthy parts of their lunch first, then have their desserts. Soda pop and candy are not allowed for lunch at school. We will continue offering hot lunches for sale on Wednesdays. This will begin in October. More information will come from Shannon in August or September.

Appendix A – SGS Gender Identity Guidance

Saint George's School (SGS) is committed to providing a safe and nondiscriminatory environment for all students, including transgender, nonbinary, and gender-expansive students. In accordance with federal and state laws, SGS Core Values, the SGS Inclusion Statement, and guidance provided by the Washington Office of Superintendent of Public Instruction for gender-inclusive schools, SGS will foster inclusivity and a student-centered approach through communication, record keeping, confidentiality, accessibility, dress codes, and other school activities, in order to provide all students with an equal opportunity for learning and achievement.

Communication - SGS faculty and staff are directed to:

- Respect confidentiality. The student and a counselor will meet to create a gender support plan to confirm the student's direction about their name, pronouns, and gender to be used when communicating with others, including SGS faculty and staff, students, and parents/guardians.
    - Information about a student's gender status, legal name, or gender assigned at birth may constitute confidential medical or educational information. Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as the federal Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232; 34 C.F.R. Part 99). Therefore, to ensure the safety and well-being of the student, SGS faculty and staff should not disclose a student's transgender, gender diverse, gender nonconforming, or gender-expansive status to others, including the student's parents/guardians or other school personnel, unless the school is (1) legally required to do so or (2) the student has authorized

such disclosure.[1]

- Address students by their requested name, gender designation, and pronouns.
- Use a student's requested name and gender designation, and pronouns (if applicable) on non-official records.
- Communicate dress codes and dress requirements for special occasions in a gender-neutral manner.

Access – SGS is committed to:

- Permitting each student to use facilities (i.e., restrooms and locker rooms) that correspond to their gender identity. Any student—transgender, nonbinary, gender-expansive, or not—who requests greater privacy for any reason should be given access to an alternative facility.
- Permitting all students to participate in physical education and athletics in a manner that corresponds to their gender identity. Eligibility for interscholastic athletics is determined by the Washington Interscholastic Activities Association (WIAA).
- Facilitating conversations among trip leaders, counselors, and administrators to plan for possible rooming assignments on an individual basis.

Nondiscrimination Laws – Transgender, nonbinary, and gender-expansive individuals have evolving legal protections based on their Gender Identity and Gender Expression.

- **Washington State Law**
  Chapter 28A.642 RCW | Chapter 392-190 WAC — Equal Educational Opportunity Law; and Chapter 49.60 RCW — Washington Law Against Discrimination.
  Note: Discrimination based on gender identity and gender expression is explicitly prohibited under two Washington laws and the accompanying regulations, the Washington Law Against Discrimination which applies to K-12 public schools as places of public accommodation, and the Equal Educational Opportunity Law which applies specifically to K-12 public schools. At the direction of the Washington Legislature, OSPI developed enforceable guidelines to help school districts and public charter schools implement these state laws and regulations. These guidelines are currently under revision; however, the Equity and Civil Rights Office has posted updated guidance specific to creating gender-inclusive schools on its website, which the administration continues to monitor.[2]

- Federal and State Laws on this issue are continuing to evolve. The SGS Board of Trustees will continue to monitor changes and amend Board policies and procedures involving this issue as indicated. The SGS administration will continue to monitor changes as well and amend SGS Student Handbooks involving this issue as indicated.

[1] Adapted from Washington State School Directors' Association (WSSDA) model policy 3211 https://wssda.app.box.com/s/1c2bjp451nezhbdjvyxl2fqcwvuwdxaa

[2] From p. 3 of OSPI's "Creating Gender-Inclusive Schools" (March 2022), with quotations omitted, available at: https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/Gender-Inclusive%20Schools%20Handout.pdf

Appendix B – SGS Digital Citizenship Policy

Saint George's School strives to provide all students with access to an education that prepares them with the tools to succeed in college and career. Learning to use digital tools responsibly, both in and outside of the school community, is imperative to students' success.

Digital citizenship involves understanding online rights and responsibilities, acting ethically and respectfully, and engaging in the digital world in a safe and informed manner. SGS's Core Values promote being a responsible user of technology, respecting others, and contributing positively to the online community. In the digital world, the lines are often blurred between what is public or private, personal, or professional.

- Included Digital Communication -
    - Social media - any form of online publication or presence that allows interactive communication, including social networks, apps, and forums.
    - Texting/messaging - primarily used as a one-to-one or small-group communication digital tool. This includes digital messaging that is used by a whole grade, team, division, etc.

Expectations

What Good SGS Digital Citizens Do

Think Before They Post

- Use social media to reflect who they are and what they care about.
- Share content that supports their future goals, reputation, and academic interests.
- Pause to consider how a post might affect others before publishing it.

Use Social Media Responsibly

- Treat all online interactions as extensions of the classroom.
- Follow the same respectful behavior online as they would in person.
- Use appropriate grammar, spelling, and tone in all posts.

Respect Others and Build a Positive Community

- Treat others with kindness, dignity, and fairness in digital spaces.
- Respect privacy by not sharing others' personal information or images without permission.
- Refrain from tagging classmates or anyone unless given consent.

Protect Their Privacy and Safety

- Keep personal details private (e.g., addresses, passwords, personal schedules).
- Adjust privacy settings thoughtfully and review them regularly.
- Only interact online with people they know or trust.

Represent Themselves and SGS With Integrity

- Use social media to positively represent themselves and the school.
- Take responsibility for everything they post — even under a nickname, screen name, or handle.
- Use good judgment and policy guidance whether posting from a personal or school device.

Act Ethically and Legally

- Follow SGS's Core Values, Acceptable Use Policy, Academic Honesty Policy, Athletic Code of Conduct, and Digital Citizenship Policy.
- Never pretend to be someone else or access another person's account.
- Get permission from the Head of School before creating social media accounts that use the Saint George's School name or logo.
- Avoid illegal downloading, spamming, or accessing inappropriate websites.

Speak Up and Seek Help When Needed

- Report cyberbullying or harmful behavior to a trusted adult immediately.
- Save and share evidence of harmful messages if needed to protect themselves or others.
- Support a culture of digital safety by helping others make good choices online.
- Stand up for others by calling out rude behavior online.

Use Digital Tools to Learn and Lead

- Comment thoughtfully on current events or academic topics.
- Create educational blogs, videos, or posts to share ideas and inspire others.
- Collaborate responsibly with peers using digital platforms for classwork.

ASSOCIATED SGS POLICIES

Acceptable Use Policy (AUP): (Final Forms and Handbook Appendix)
This is a required form that must be signed by parents K-12 and students in grades 6+. This policy outlines the rules and guidelines for using technology at SGS.

One to One Device Agreement (Final Forms)
This is required form that must be signed by parents in grades 4-8. This policy outlines the expectations and responsibilities pertaining to issuing a school device to a student.

Cell Phone Policy
This policy explains expectations regarding cell phones and may differ by division. This will be shared with students and families by the division head at the beginning of each year.

MS and US Academic Honesty Policies (Handbook Appendix)

This is a required form that must be physically signed by parents and students in grades 6-12. This policy outlines the expectations that students will submit work that is their own, follow expectations about what resources are allowed, including, but not limited to AI, and will cite their sources of information.

Consider the Consequences to Your Digital Actions

Personal use of social media and texting may have an effect at school. While at times it is easy to tell whether digital actions are school-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use and texting, including off-hours use, may result in disruption at school and the school may need to get involved.

It is important to remember that SGS prohibits bullying, harassing, or discriminating behavior, which also applies to electronic communication. To be safe, be in control of what you do in digital spaces, even if it is during personal time. Sometimes, it may be difficult to draw the line between

a harmless joke and one which goes too far and becomes hurtful. Washington state law has a comprehensive definition of the behavior that constitutes cyberbullying. (RCW 28A.300.285)

Violating the Digital Citizenship Policy may result in:

- Parent conference
- Restricted computer access
- Loss of computer access
- Required counseling
- Detention
- Suspension
- Expulsion
- Legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

Dated July 2025 – due to the nature of advances in technology and use, this K-12 policy may be reviewed and updated.

Appendix C – SGS Computer Acceptable Use Policy

Introduction

Student access to the computer systems at Saint George's School is provided primarily as an educational resource. Use of the computer systems is defined in this context as the use of any school computer, or of the school computer network, or of the school's Internet access, for any purpose.

Internet Access

The school computer systems provide access to the Internet. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. Saint George's School does not have control of information or activities on the Internet and does minimal filtering of Internet content. Some accessible sites may contain material that is inappropriate for educational use in a K-12 school setting. Saint George's School does not condone the use of such materials and does not permit use of such materials in the school environment.

In accordance with the digital citizenship skills practiced at Saint George's School, students should not reveal personal information such as name, address or phone number to strangers that they might “meet" or companies whose applications they might utilize on the Internet. Saint George's School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet connection.

Students who use personally owned electronic devices (such as phones) that have access to the Internet are subject to school guidelines regarding acceptable content and use of the Internet just as they are when using the school's computer system. Students may not use personal electronic devices on tests and other class work without the explicit permission of the teacher. Middle and Upper School students can access school provided wireless internet access for their personally owned electronic devices by contacting school staff.

Student Guidelines

Students are responsible for their behavior on the Internet and school computer systems just as they are in a classroom or school hallway. Electronic communications are often public in nature. General school rules for behavior and communication apply as outlined in the school's Values Statement.

Students may not disconnect school equipment from the school computer network and may not connect personally owned equipment to the school's wired computer network without express permission from the technology staff. Students may not install software on school computers (including personal software, downloaded programs, programs from the Internet, and “shareware" programs).

Electronic communication is subject to monitoring by the computer systems administrator, and may be subject to “eavesdropping" by outside parties and should not be considered to be private. Information stored on the school computer system is subject to review by school faculty and staff and is not private.

At some grade levels, students may be given an individual User ID and password for accessing the computer systems. This allows individual students to customize certain settings and to store documents in a cloud-based Microsoft OneDrive folder. The OneDrive folder is provided as a convenient place for the student to keep school-related documents that are currently needed. It is not intended as a place to keep personal files. Students may not store copyrighted materials or executable files (.EXE, .COM, .VBS, etc.) on school computers, including in the OneDrive or other network folders. School faculty and staff may access the computers or network folders at any time and review, copy, or delete files as necessary to create space or to enforce the terms of the Acceptable Use Policy or other school rules.

Inappropriate Use

Any action by a student that is determined by the classroom teacher or any system administrator to constitute an inappropriate use of the computer system or of the Internet is a violation of the Acceptable Use Policy. These actions include but are not limited to:

- Disrupting the computer system, or improperly restricting or inhibiting others from using the computer system
- Vandalism or theft of resources (including data and files)
- Pretending to be someone else when sending or receiving information (including using another person's user name or password when using the computer system)
- Making any unauthorized changes to the operating system or software of any school computer
- Accessing another website, computer, account, server, or network without authorization (hacking)
- Using the Internet to access obviously inappropriate sites
- Using the computer system to send harassing, bullying, or unsolicited messages or e-mail

- Transmitting or storing any material, information, or software in violation of school policy, or local, state, or federal law. This includes copyrighted materials without appropriate licensing, commonly referred to as "pirated material" or "torrenting".
- Any usage that violates applicable school policies, or local, state, or federal law

Violating the Acceptable Use Policy may result in:

- Restricted computer access
- Loss of computer access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws