Library & Computer Use Policy

At Promontory School it is our desire for all of our students to have a passion for reading. Along with being a "Great Thinker" at Promontory School comes a great responsibility for our students regarding our Library and computer use. Please read through our policy, sign and date the back, and return to the office. Thank you for your cooperation.

Library Use

1) Each patron is responsible for all material he/she checks out of the library.

2) All books must be checked out before leaving the library. Books are checked out for a period of 2 weeks and may be renewed to avoid late notices. Parents will receive a late notice after a book has not been returned or renewed.

3) If a book is returned damaged, the patron will pay the replacement cost. Damage to books includes, but is not limited to, water damage, crayon damage and ripped pages.

4) If a book is lost, a replacement fee will be assessed to the patron.

5) If the book is overdue for 2 months, a replacement fee will be assessed. Replacement fees may include a cataloging fee.

6) The number of books allowed to be checked out will vary with grade level.

7) If the school year ends and books have not been returned or replacement fees have not been paid, the student's yearbook will be held.

Computer Use

Computers will be available to qualifying students at Promontory. Along with computer use also includes access to the internet. Our goal is to provide these services to students to promote "Great Thinkers" by facilitating resource sharing, innovation and communication. Students will be trained in appropriate online behavior, cyber bullying awareness and response, social networking sites, and chat rooms.

1) Student use of computers must be in support of education and research and must be consistent with educational objectives of Promontory. Internet access at Promontory is filtered and monitored on an ongoing basis.

2) Personal contact information may not be shared on Internet sites open to public access. This includes student's addresses, phone numbers and personal email addresses. Disclosing any personal contact information, whether their own or other students, is strictly prohibited.

3) Students may use school Internet access, ==including Instant Messaging, Web Mail, or web chats,== only for teacher-directed educational activities and only when authorized and supervised.

4) Students who publish school related information on the Internet must first inform a teacher, have appropriate permission, teacher supervision and approval by Promontory.

5) Students are strictly prohibited to:
   a. Access or create files or materials without authorization
   b. Bring in their own digital devices without approval or gain access to the school's WiFi system without prior approval
   c. Access or create offensive, profane, or pornographic files
   d. Use internet games, MUDs (Multi-user domains), MMOs (Massively Multiplayer Online games), IRCs, Social Media Platforms (ex. SnapChat, Facebook, Twitter, TikTok, ect.)
   e. Plagiarize works or violate copyrights or trademarks
   f. Attempt to bypass computer security, proxy sites, pay for surf sites, hacking tools or other unapproved software, malware, viruses, root kits, etc.
   g. Have food or drinks near computers

6) There will not be an expectation of privacy in files, disks, documents, internet history, etc., which have been used or created with Promontory equipment.

7) Security is a high priority because of multiple users. Students are prohibited to use another individual's account or login information other than his/her own at any time. Any security concerns must be reported to the director, teacher/supervisor or system administrator.

8) Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on the server, uploading or downloading or creation of computer viruses, any malicious attempt to harm or destroy the property.

9) The use of the computers and internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. **Students who misuse and/or damage Promontory's computer equipment and systems will be responsible to pay the costs associated with repairs including system down-time, labor and parts. Any horseplay, "goofing off" or other activity that results in the damage of computer equipment will be the responsibility of the individual or individuals involved. Students are instructed to carry laptops with the lids closed and with both hands**. The director, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.