Adventist Education

Acceptable Use Policy
Information Technology Resources
Anytown Adventist School

The <u>Anytown Seventh-day Adventist School</u> is pleased to offer students access to the school's information technology resources, including the computer and Internet, for educational purposes. To gain access to these resources, the legal parent/guardian and student must sign and return this form to the school.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Unfortunately, it is true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and, therefore, choose to make the Internet available to our students. But because parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

The school's information technology resources are for educational purposes only. Since they are provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:
- Respect and safeguard the privacy of themselves and others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not share private information about others or themselves.
- Respect and safeguard the integrity, availability, and security of all electronic resources.
  - Observe all posted security practices.
  - Report security risks or violations to a teacher.
  - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and internet users.
- Respect and safeguard the intellectual property of others.
  - Not infringe copyrights.
  - Not plagiarize.
- Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomforting materials to the teacher.
  - Not intentionally access, transmit, copy, or create materials that violate Christian principles or that are illegal (such as messages that are threatening, rude, discriminatory, harassing, stolen, illegal copies of copyrighted works, etc.).
  - Not use the resources to further other acts that are criminal or violate the school's principles.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

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Violations of these rules may result in a loss of a student's privileges to use the school's information technology resources, as well as other disciplinary or legal action.

School administrators and other authorized individuals monitor the use of information technology resources to help confirm that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information technology resources in order to further safeguard the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Your signature below affirms your understanding of, and agreement to abide by, this Acceptable Use Policy. Any violation of the standard as set forth herein may result in the immediate termination of the student's access to the school's information technology resources and/or other disciplinary action.

Student Name (please print)	Student Signature	Grade	Date

Parent/Guardian Name (please print)	Parent/Guardian Signature	Date