

Southwest Adventist Jr. Academy Internet Acceptable Use Policy

Internet access is now available to students and teachers at Southwest Adventist Junior Academy (SWAJA). The Internet offers vast, diverse and unique resources to both teachers and students. Our goal in providing this service is to promote educational excellence at SWAJA by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers and millions of subscribers all over the world. The smooth operation of the network is dependent on its users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

Terms and conditions:

1. Acceptable Use

Access to the school's internet must be for the purpose of education or research and must be consistent with the educational objectives of SWAJA.

2. Privileges

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The classroom teacher and/or the principal, will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.

3. Unacceptable Use

You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state regulation;
- b. Downloading of software without authorization by the supervisor (teacher) regardless as to whether it is copyrighted or decompiled;
- c. Downloading copyrighted materials for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked.
- n. Plagiarism of any type

4. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not become abusive in your messages to others.

- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal your full name, personal address or telephone number nor those of students or colleagues. (Use only your first name.)
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.
- g. Include your name and school at the bottom of e-mail but never give your home address or phone number.
- h. Use all capitals only to highlight a word. If you use them for an entire message, people will think you are shouting.

5. Security

Network security is a high priority. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to someone's else's account or as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

6. Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Telephone and Credit Card Charges

SWAJA assumes no responsibility for any unauthorized charges for fees, including credit card charges, telephone charges, long-distance "free" offers. There is usually a hidden charge.

8. Viruses

Users are responsible for checking their own disks and downloaded materials for possible viruses. SWAJA assumes no responsibility for any damages caused by viruses, which may or may not have been acquired on school computers.

9. Inspection

The equipment and access to the Internet remains the property and responsibility of SWAJA which offers it to students for their convenience and educational use. The school reserves the right to limit use or inspect the contents of the files. All users are advised that they have no expectation of privacy in the information contained in school owned machines.

Southwest Adventist Jr. Academy reserves the right to update and change this policy at any time without notice.

THIS PAGE MUST BE RETURNED WITH STUDENT AND PARENT SIGNATURES.

Authorization Form for Internet Access

I understand and will abide by the Acceptable Use Policy of Southwest Adventist Jr. Academy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using SWAJA's Internet connections and having access to public networks, I hereby release Southwest Adventist Jr. Academy and its board members, employees, and agents from any claims and damages arising from my use or inability to use the Internet. I understand I will be legally responsible for any and all charges incurred through my use of the Internet.

Date: _____

User Signature:

Required if user is a student under the age of 18:

As the parent or guardian of this student I have read this Acceptable Use Policy. I understand that access is designed for educational purposes and that Southwest Adventist Junior Academy prohibits the access of controversial material. However, I also recognize it is impossible for SWAJA to restrict access to all controversial and inappropriate materials. I will hold harmless SWAJA, its employees, agents or board members from any harm caused by materials or software obtained via the network. I understand I will be legally responsible for my child's actions. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this policy with my child. I hereby request that my child be allowed access to the internet server.

Date: _____

Parent/Guardian Name (Please Print):

Parent/Guardian Signature:
