

## **ATLANTA ADVENTIST ACADEMY'S ACCEPTABLE COMPUTER AND INTERNET USE POLICY**

Atlanta Adventist Academy's information technology resources, including email and Internet access, are provided for educational purposes.

Internet access and computer use is available to students attending **Atlanta Adventist Academy**. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Access to the Internet enables students to explore thousands of libraries, databases, and Websites throughout the world.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Material that is accessed through Atlanta Adventist Academy is filtered through filtering hardware as well as software. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. Atlanta Adventist Academy believes, however, that the benefits to students from online access outweigh the possibility that users may procure material that is not consistent with the school's goals.

The purpose of this policy is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, future access will be denied in accordance with the rules and regulations. All students must obtain parental permission in order to gain access to the Internet. Students required to be good Cyber Citizens. Signatures on this Computer Use Policy are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Adherence to the following policy is necessary for continued access to the school's technological resources:

### **Students must:**

1. Continue to represent and conduct their behavior in accordance with behavioral policy outline in student handbook as well as accepted network etiquette. (This includes any suggestive and inappropriate language verbal or written.)
2. Conduct themselves in a responsible, ethical and polite manner while online (this includes any online services such as email, Google services, listserv, blogs, chat rooms, video chat, etc. Any inappropriate conduct may result in disciplinary actions and/or criminal charges.)
3. May not transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive, or illegal material.
4. Not tamper with physical or electronic computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in termination of privileges and/or a fine.
5. Comply with all teacher classrooms policies. This may include no computer use or Internet access during class unless approved by instructor(s).
6. Take responsibility to backup or store their information on their own personal media (ex. Cloud service, CD or USB drive).
7. Not upload any file or software to the network unless prior authorization from a faculty or staff member. All files must be scanned and checked for virus by the supervising faculty or staff member.
8. Respect and protect the privacy of others.

9. Use only assigned accounts.
10. Not view, use, or copy passwords, data, or networks to which they are not authorized.
11. Not distribute private information about others or themselves.
12. Not use someone else's ID or password or trespassing in another's folders, work, or files this is strictly prohibited. Attempts to log on to the network as anyone but yourself will result in a \$50 fine and cancellation of computer privileges.
13. Respect and protect the integrity, availability, and security of all electronic resources.
14. Observe all network security practices.
15. Report security risks or violations to a teacher or network administrator.
16. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
17. Respect and protect the intellectual property of others.
18. Not infringe copyrights (no making illegal copies of software, music, games, or movies!).
19. Not plagiarize. (Plagiarism of any kind will not be tolerated. We have access to software that will check for written infringements.)
20. Respect and practice the principles of community.
21. Communicate only in ways that are kind and respectful.
22. Report threatening or discomfoting materials to a teacher or administrator.
23. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
24. Not use Atlanta Adventist Academy facilities and resources to intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, pirated/illegal copies of copyrighted works including software, data, movie and music.).
25. May not access, display, archive, store, distribute, edit or record any offensive content using Atlanta Adventist Academy's network, printing, or computing resources. Offensive content includes, but is not limited to, pornography, sexual comments or images, profanity, racial slurs, gender specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associated. Any content that may be interpreted as libelous, defamatory or slanderous is prohibited.
26. Not use the resources to further other acts that are criminal or violate the school's code of conduct.
27. Not send or propagate viruses, worm, Trojan horse, trap---door, back---door program code, spam, chain letters, or other mass unsolicited mailings. Any such violation will result in immediate termination of privileges and loss of equipment.
28. Not gamble or conduct illegal activities.
29. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
30. Network access is a privilege which may be revoked if it is abused; examples of such abuse include sending inappropriate e-mail or Hangout(Google Chat) messages, knowingly disable or overload any computer system, network or the use of proxies to circumvent systems or Web filtering intended to protect the privacy or security of another user or network, gain unauthorized access to another user's account or device, and any other type of "hacking."
31. Not install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures Atlanta Adventist Academy may have in place, except as otherwise provided by Atlanta Adventist Academy policies.

**Students may (if in accord with the policy above):**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

**Consequences for Violation**

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

Noncompliance with these policies may result in one or more of the following, depending on the severity of the violation:

- Warning that a use is prohibited
- Computer ethics counseling by ITS staff
- Temporary disabling of computer/network access
- Permanent disabling of computer/network access
- Disciplinary actions as outlined in student handbooks
  - Violation immediately after one warning will be in school suspension and should further violation continue, student will be suspended from school for 3 days and will meet with the Discipline committee and will warrant being on probation for the remainder of the semester
  - After the 3 day suspension, should any violation be received the student will meet with the Discipline Committee and the Committee will determine the next step which may result in expulsion
- Expulsion from school or termination
- A subpoena of data files
- Legal prosecution under applicable local, state and federal laws
- Possible penalties under the law, including fines and imprisonment

**Examples of Unacceptable Uses**

- Sharing your password with someone else
- Any activity that violates applicable local, state and federal laws, including copyright and licensing laws
- Using your account or the network for commercial or for profit purposes
- Propagation of computer worms or viruses
- Distribution of unsolicited mass advertising
- Harassing others
- Violating the privacy of others
- Disrupting the work and/or use of the network by others
- Any use that violates the standard of ethics outlined in student, faculty and employee handbooks
- Gaining or attempting to gain unauthorized entry to other computational, information, or communications devices or resources on Atlanta Adventist Academy's network or on the Internet
- Writing programs which use an inordinate amount of system resources
- Accessing directories on a computer system other than your personal or public directories (even if

- the system allows you to do so)
- Viewing, storing and/or printing obscene and pornographic material
  - Connecting unauthorized equipment to the network
  - Making use of proxy sites to circumvent AAA's web filtering system and accessing inappropriate and illegal content.
  - Providing computer services (Web servers, newsgroups, ftp, etc.) to local or remote network users without written permission from Atlanta Adventist Academy's administration.

### **Supervision and Monitoring**

Atlanta Adventist Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. Atlanta Adventist Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services. The school assumes no responsibility or liability for any medical (physical or mental) or health related issues that may occur.

All computer hardware and software installed on computers that are issued to students are the sole property of Atlanta Adventist Academy. Atlanta Adventist Academy reserves the right to inspect and review all hardware and or software including communication correspondence done on internal network. Any illegal or suspicious activities may be reported to the authorities.

Access to computers is a privilege not a right. That access entails responsibility. Inappropriate use will result in suspension or cancellation of computer privileges. The system administrators in conjunction with school personnel will deem what is inappropriate use. Users are considered subject to all local, state, and federal laws.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure 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 networks in order to further 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.

**Atlanta Adventist Academy** reserves the right to deny computer access and Internet privileges to any and all students within our school system.