

STUDENT NAME: \_\_\_\_\_

YEAR OF GRADUATION: \_\_\_\_\_

## **Erskine Academy Acceptable Use Policy**

### **GUIDELINES ON THE ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES:**

The Internet supports our curriculum and student learning through the wealth of information available. It allows our faculty and students to access electronic mail, college and university libraries, information supplied by research facilities, news from a variety of media sources and much more.

While this connection to the information superhighway provides unlimited opportunities to support our educational goals, parameters are necessary to prevent possible abuse of this privilege. The use of the Internet is a privilege, not a right, at Erskine Academy, and must be used wisely. Any activity that does not support the goals of our school, or that is not in accordance with this policy will not be tolerated. *The primary purposes of these guidelines are to protect students, to process the reporting of abuses and to prevent the recurrence of misuse or abuse.*

### **CIPA COMPLIANCE STATEMENT:**

Enacted by Congress, the Children's Internet Protection Act (CIPA) was passed to address concerns about access to offensive content over the Internet on school and library computers. Erskine Academy's collective internet network is compliant with CIPA as content filtering is in place to ensure our children are protected to the best software measures available.

### **USER AGREEMENT:**

If any user violates the following provisions or the school's code of conduct, access to the Internet will be denied and he/she may be subject to Erskine Academy's discipline policy. Inappropriate use of Erskine Academy's computer network includes but is not limited to:

#### **1. ACCEPTABLE USE**

The use of the Internet must be in support of education and research and must be within the educational goals and objectives of Erskine Academy. The user is personally responsible for the provision at all times when using the computer network.

- Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- Cyber bullying is defined as words and/or behaviors transmitted digitally which intentionally or unintentionally have the effect of negatively impacting a student's ability to perform academically and/or to participate safely in everything and anything his or her school community has to offer. In such circumstances, the school has an obligation to become involved by initiating reports, responding to reports, investigating reports, performing risks assessments, intervening and applying appropriate discipline infractions.

Inappropriate use of electronic information resources may be a violation of school rules, local state and federal laws and can be prosecuted for violating those laws.

I have read and understand this provision                      Initial \_\_\_\_\_

## 2. PRIVILEGES

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The system administrator and the school administration will decide what is appropriate use; their decision is final. The administration, faculty and staff of Erskine Academy may close an account and/or access to the Erskine Academy computer network at any time deemed necessary.

I have read and understand this provision Initial \_\_\_\_\_

## 3. NETWORK ETIQUETTE AND PRIVACY

The user is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. BE POLITE: Never send or encourage others to send abusive messages.
- b. HARASSMENT: harassing messages will not be tolerated. Any harassing messages will be subject to the school's discipline policy.
- c. USE APPROPRIATE LANGUAGE: The user is representative of our school on a public system. What is said and done on the computer can be viewed globally. Never swear, use vulgarities or any other inappropriate language.
- d. PRIVACY: The user must not reveal his/her home address, personal phone number or social security number or the addresses, phone numbers or social security numbers of students or colleagues.
- e. DISRUPTIONS: Do not use the network in any way that would disrupt use of the network by others.
- f. UNAUTHORIZED EQUIPMENT: The network is for use with school owned equipment only. No equipment is to be plugged into a network jack or connected to the wireless network without the permission of the system Administrator. This includes but is not limited to: modems, laptops, wireless devices and wireless access-points.
- g. Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail and all mail is subject to review by the mail administrator at any time. Messages relating to or in support of illegal activities may be reported to the authorities.
- h. Anonymous messages are not to be sent over E-mail.
- i. Note that your user's account, your saved files, directory and your actual use of the system are not private. Any of these are subject to monitoring at any time.

I have read and understand this provision Initial \_\_\_\_\_

## 4. SECURITIES

Security on any computer system is a high priority because there are many users. If the user identifies a security problem, he/she should notify the system administrator at once. The security problem should never be demonstrated to other users. No one must ever use another's individual account or let another use his/hers. Attempts to login or logon to the network as a system administrator will result in the cancellation of all user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

I have read and understand this provision Initial \_\_\_\_\_

**5. VANDALISM**

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the Erskine Academy system. This includes, but is not limited to, the uploading or creation of computer viruses. Students are prohibited from installing any programs onto the network or workstations. Violations of the policy can result in unintentionally infecting the system. This is also considered vandalism. Any vandalism will result in the loss of computer services, disciplinary action and possible legal referral.

I have read and understand this provision Initial \_\_\_\_\_

**6. SCHOOL USE**

- a. A teacher must be present in the classroom when a student is using the Internet. If a teacher is not currently in the room, the student must wait until one is present.
- b. Never load any software downloaded from the network or brought from home onto the system or hard drive of a workstation.
- c. Printing from the Internet is only for educational purposes, such as homework or research assignments.
- d. From time to time, the Erskine Academy technology committee will make determinations on whether specific uses of the network are consistent with the "Acceptable Use Policy".
- e. PARENTS MUST UNDERSTAND THAT THEIR CHILD MAY ENCOUNTER MATERIAL IN A NETWORK/BULLETIN BOARD THAT THEY MAY CONSIDER INAPPROPRIATE (PORNOGRAPHY, VULGAR JOKES, STATEMENTS OF BELIEF THAT THEY MAY CONSIDER IMMORAL, ETC.). Even though Erskine Academy uses filtering software to assist in controlling what content is accessed, it may still be possible for students and staff to accidentally access inappropriate content. Students should notify a teacher immediately if they accidentally access inappropriate content so our network administrator can update the filter.

I have read and understand this provision Initial \_\_\_\_\_

**7. EDUCATION FOR MINORS**

Students will receive annual refresher education about appropriate on-line behavior including interacting with other individuals on social networking sites.

I have read and understand this provision Initial \_\_\_\_\_

**REQUIRED SIGNATURES**

**STUDENT**

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the above provisions may result in disciplinary action, the revoking of my user account and appropriate legal action. I also agree to report any misuse of the information system to the system administrator. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or other issues described above.

As a student, I understand that I may not give out my password to the network or allow access to any other student. I also understand that serious penalties will be given for "hacking" into any unauthorized area.

Student Name (print) \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Erskine Academy to restrict access to all controversial materials, and I will not hold the school responsible for material acquired on the network. I also agree to report any misuse of the information system to Erskine Academy. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or other issues described above.

\_\_\_\_ Yes, as the parent or guardian of this student, I have read this contract and do wish my son/daughter to have access to the Internet

\_\_\_\_ No, as the parent of guardian of this student, I have read this contract and do not wish my son/daughter to have access to the internet.

Parent/Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_