

ACCEPTABLE USE POLICY (AUP) *
Computer Technology



Must Be Signed and Returned to the Office

South Baldwin Children's Foundation, Inc.

The Academy of Arts & Sciences

The following computer usage policies have been established to assure safe, acceptable, proper, and educational use of technology at The Academy of Arts & Sciences. Access to the computer lab, in-class computer stations, local area network, and the Internet from the Academy verifies agreement to accept and follow these policies.

The Academy administration and faculty support the use of technology and the Internet as an education tool for integrated learning. Access to information and unlimited resources are available to our students. The school has procedures in place to restrict access to inappropriate or unnecessary material and to limit improper use by students, faculty, and staff; however, control of all on-line activities is impossible. The Academy has taken precautionary measures to protect from viruses and Internet site restrictions. Therefore, all users who access the Internet at the Academy are required to adhere to strict ethical and legal guidelines.

If users violate any of these provisions at the Academy, their access from the school network, computers, and the Internet may be terminated, future access may be denied, or other penalties imposed as deemed necessary.

Computer and Internet Rules and Regulations

In order to access the computer systems, network, and Internet, students and parents must sign The Academy of Arts & Sciences "Acceptable Use Policy". By doing so, the student agrees to abide by the rules and regulations as specified below.

1. Access to computers and the Internet from the Academy must be in support of education and research. Students will refrain from accessing any websites, newsgroups, links, etc., that would be offensive to any students, teachers, or parents because of improper and unacceptable content. Content examples include: pornography; violence; illicit or illegal material; racial, ethnic, or minority disparagement.
2. The only files to be downloaded to school computers are those files created by students for class assignments.
3. Students will not have access to email accounts.
4. Students are responsible for monitoring and appropriately rejecting materials, links, dialogue, and information accessed or received by them.
5. Students must accept responsibility for keeping copyrighted material from entering the school via the Internet. Students, therefore, must not download software, games, music, graphics, videos, or text materials that are copyrighted.
6. Plagiarism will not be tolerated. Students, therefore, accept responsibility for using downloaded text in an appropriate manner. Students will not post, distribute, or use without permission materials that were created by someone else. Students are reminded that plagiarism is a violation of the Code of Conduct.
7. Students will be courteous and use appropriate language while using the Academy's computer network or Internet access.
8. Students will not reveal personal information about themselves or others including addresses, telephone numbers, or birth date.
9. Students will neither lend their account or password to others nor use an account or password of others.

Internet Security

Any user legitimately identified as a security risk may be denied access to the Internet. Any use attempting to maliciously harm or damage data or another user or an area of the Internet will be denied access to the Internet.

Students must understand that the use of the school's computer network and the Internet is a privilege and that inappropriate use will result in cancellation of that privilege. The Head of School and faculty will deem what is

inappropriate use, and decisions will be final. The Director may close the access of any user at any time if circumstances warrant a violation of the policy.

The expectation of the faculty and administration is that students at The Academy of Arts and Sciences will adhere to the above policies at all times.

Parental & Student Contract Regarding Safe and Acceptable Use of the Internet

The parent or guardian and student understand the policies and guidelines set forth and agree to the conditions described above. The parent recognizes that the Internet material accessed on the school campus is monitored and filtered; however, not all material can be screened completely. The student agrees to abide by all rules for safe and acceptable use of the Internet and care for hardware and software devices. The student recognizes that the primary purpose of technology use and internet access is strictly for educational purposes. The use of the Internet is a privilege, and inappropriate or unacceptable behavior or noncompliance with the stated guidelines and policy will result in penalties, restricted use, and or disciplinary action.

I have read this policy and agree that _____ (student name), a student enrolled at The Academy of Arts & Sciences, may utilize technology resources according to the guidelines specified above.

(This form does not apply to Pre-School, Pre-Kindergarten, or Kindergarten students.)

Parent

Student

Date

Date

****One policy form must be signed per each student.***