



Student Acceptable Use Policy (AUP) & Computer Permission Form

Purpose and Internet

The Charles Finney School has adopted an Acceptable Use Policy to guide the access to electronic media, to information technology and to networks. The purposes of this policy are to: educate; provide protection against violation of privacy; provide acceptable rules of on-line behavior; provide guidelines for access privileges and penalties for policy/procedural violations.

All students accessing the Charles Finney School network and under the age of 18 are required to have an Internet User Agreement and Parent Permission Form signed, by both the student and their parent(s). This form will be kept on file and be viewed as a legal, binding document that will remain in effect year-to-year.

Acceptable Uses

Access to all electronic resources on the Charles Finney School network is a privilege and carries with it responsibilities. The following are general policies that apply to all students.

- ✦ The Charles Finney School maintains the right to limit access to software, hardware, Internet, and the local area network.
- ✦ The Charles Finney School will not be responsible for damages caused by loss of data or other work that results from delays, non deliveries, misdeliveries, or service interruptions for any reason.
- ✦ Security on any computer system is a high priority. If any user identifies a security problem, they must notify a teacher or administrator immediately and not demonstrate the problem to others.
- ✦ Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, hardware or software of the Charles Finney School network or any other network connected to the Charles Finney School network. This also applies to workstations not a part of the network. This includes, but is not limited to:
 - The intentional uploading, downloading or creation of viruses
 - Altering workstations in any way, such as installing unapproved software or changing hardware settings
 - Disrupting network performance
 - Disrupting other users on the network
 - Downloading and/or disruption of software, without permission
 - Changing other users' passwords
 - Logging on as other users
- ✦ All users must use their own ID and password. The only exception is for students at the primary level (K-5). Teachers and/or aides may log on for students at this level.
- ✦ All users will use a pre-defined network location for storage of files. Files located on individual workstations are subject to erasure without warning by technical staff during upgrades, maintenance or re-installs.
- ✦ Workstations may be shut down at night to decrease energy usage.
- ✦ No student will have access to the Internet without direct adult supervision. This includes before and after school. Any student violating this will face disciplinary consequences.

Software Installation

Students, unless directed by a staff member, shall under no circumstances install software to a workstation. The workstations available to students of the Charles Finney School are for work purposes only. They are not entertainment centers, game centers, etc.

The following software is not allowed on workstations:

- ✦ Games
- ✦ Personal business
- ✦ Personal communication

Right to Privacy

All network administrators of The Charles Finney School have the right to access information stored in any user directory, on current user screens, or in E-mail. Network management and monitoring software may be used to randomly access individual user directories, etc.

Misuse of Information Technology and the Law

The law prohibits: probing, which means using technology deliberately to gain access for which one is not authorized or to evade security procedures; vandalism, which means altering or destroying data inappropriately, damaging hardware, software or network components. Vandalism also includes deliberate attempts to restrict or degrade the access of others to data and technology.

It is a violation of the Acceptable Use Policy to send, receive, store, create, display, and transmit pornography, or sexually explicit matter and other objectionable materials using school resources. This includes, but is not limited to:

- ✦ Placing such material on or retrieving them from public agency fileservers, hard drive, or other storage media; sending, receiving pornography, or sexually explicit matter and objectionable materials through the network; using public agency resources and/or network access to download from or post such materials to personally-owned devices.

Do Not:

- ✦ Copy software without authorization from the publisher or copyright holder
- ✦ Use software for which you do not have proof of legal right
- ✦ Copy information or programs from the Internet and re-use or distribute it without acknowledging authorship and source
- ✦ Assume that you can load the older version of software on another workstation when you install a software upgrade

Network and Internet Regulations

Violation of any of the terms and conditions for network access and Internet usage will result in immediate loss of network access, with the exception of required instructional sites as determined by the school, as well as possible future access.

The use of your account must be in support of education and consistent with the educational objectives along with the Mission & Vision Statements of the Charles Finney School.

- a. You may not give your password to anyone
- b. You may not use or alter anyone else's account
- c. You may not offer Internet access to any individual via your account
- d. You may not break into or attempt to break into the school network or any other network
- e. You may not create or share computer viruses
- f. You may not destroy another person's data
- g. You may not use MUD (Multi User games) on the network or via the Internet
- h. You may not monopolize the resources of the network by sending large amounts of E-mail, sending chain mail, using resources for games or running large programs or applications over the network during the day
- i. You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material. This also applies to the workstations
- j. No illegal activities are permitted on the network

- k. All communications and information accessible via the network should be assumed to be public property
- l. You may not use Internet mail services such as Hotmail

Consequences

- ✦ Violation may result in loss of access for anyone violating the Acceptable Use Policy for the Charles Finney School. Loss may be short term to permanent.
- ✦ Additional disciplinary action may be determined at the administrative level in line with existing practices regarding inappropriate language for behavior for students.
- ✦ Additional disciplinary action may be determined at the administrative level for any system violation and/or Acceptable Use violations.

When applicable, law enforcement agencies will be notified and individual violators will face possible criminal charges, as well as possible expulsion for students.

AUP Agreement and Computer Permission Form

Use of the information obtained via the Internet or E-mail is at the user’s own risk. The Charles Finney School specifically denies any responsibility for the accuracy or quality of information obtained through connections.

Student Name: (Please Print) _____ Grade: _____

- ✦ As a user of the Charles Finney School computer network, I hereby agree to comply with the school’s Internet Code of Conduct and will access information over the network in a responsible fashion while honoring God and all relevant laws and restrictions. I understand that I will be held liable for any violation of the rules and any violation will cause my access privileges to be revoked and disciplinary action and/or appropriate legal action to be taken.

Student’s Signature: _____ Date: _____

- ✦ As a parent or Legal guardian of the student signed above, I grant permission for my child to access network computer services such as the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use while setting and conveying standards for my child to follow when selecting, sharing or exploring information and media. I understand that my child will be held liable for any violation of the rules.
- ✦ _____ I grant permission for my child to have his/her picture or student artwork appear on the Charles Finney School Web Pages.
- ✦ _____ I do not grant permission for my child to have his/her picture or student work appear on the Charles Finney School Web Pages.

Parent/ Guardian Signature: _____ Date: _____

Please return this portion of the document to the school. Failure to do so in a timely fashion will result in suspension of computer privileges.