

Mesa Grande Academy

Acceptable Use Policy

Mesa Grande Academy is pleased to offer student access to a computer network for electronic mail and the Internet. To gain access to email and the Internet all students must obtain parental permission and must sign and return this form to the school.

The Internet is a powerful resource for expanding the educational experience of each student. Access to email and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. The Southeastern California Conference believes, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore support the school's choice to make the Internet available to its' students. But because parents and guardians are also ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, **each conference school supports and respects each family's right to decide whether or not to apply for access.**

Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner.

Remember:

1. Parental permission is required.
2. Access is a privilege - not a right.
3. Access entails responsibility.

Students are responsible for Christian behavior and communication on the school computer network just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. The school takes very seriously the responsibility for appropriate use of the network. School staff will guide students toward resources acceptable within the framework of the general school standards. **If a student should access inappropriate material, the school will not be liable and the student will forfeit network privileges.**

Computer storage files will be treated like school lockers. School staff may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- * Be responsible and courteous in all communications.
- * Be responsible with all computer hardware and software.
- * **Keep their passwords to themselves.**
- * Respect the confidentiality of folders, work and files of others.
- * Learn about and observe copyright laws.

Please read this document carefully. When signed by you, and, if appropriate, your guardian/parent, it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your guardian/parent (if you are under 18) before we can provide you with access.

Terms and Conditions of This Contract

1. PERSONAL RESPONSIBILITY - I will accept personal responsibility for appropriate use of all parts of the system including hardware, software, electronic services and my access information. I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, hate sites, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues. I understand that all the rules of conduct described in the School Handbook apply when using the network.

I have read and understand this provision. Student initials _____

2. ACCEPTABLE USE - The use of my access code must be in support of education and research. I am personally responsible for this provision at all times when using the electronic information service.

- A. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- B. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- C. Use of product advertisement or political lobbying is prohibited.
- D. Inappropriate use of electronic information resources can be a violation of local, state and federal laws and I am aware that I can be prosecuted for violating those laws.
- E. Illicit downloading/copying/burning of CD's, DVD's, and copywrited materials are violations of these laws and will not be tolerated. This includes, but is not limited to, music files such as MP3's, movies, proprietary intellectual content materials, and digital content that are intended to be purchased.
- F. No personal CD's and DVD's are to be used, copied, or created on school computers. Research projects, presentations, and other school curriculum based content are considered to be the intellectual property of Mesa Grande Academy and the student(s) who created it.

I have read and understand this provision. Student's initials _____

3. PRIVILEGES The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a faculty member as to proper behavior and use of the network. The site administrator (operating under the aegis of the Principal (s) and the Board of Directors) will decide what is appropriate use. The decision is final. The site

administrator may close an account at any time deemed necessary. The administration of MGA may deny, revoke, or suspend specific user accounts.

I have read and understand this provision. Student's initials _____

4. **NETWORK ETIQUETTE AND PRIVACY** You are 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. **USE APPROPRIATE LANGUAGE** You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

C. **PRIVACY** Do not reveal your home address or personal phone number or the addresses and phone numbers or any other personal information of other students.

D. **ELECTRONIC MAIL** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the site administrator.

E. **DISRUPTIONS** Do not use the network in any way that would disrupt use of the network by others.

I have read and understand this provision. Student's initials _____

5. **SERVICES** Mesa Grande Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Academy will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Mesa Grande Academy specifically disclaims any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision. Student's initials _____

6. **SECURITY** Security on any computer system is a high priority because there are so many users. If you identify a serious problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

I have read and understand this provision. Student's initials _____

7. **VANDALISM** Vandalism is defined as, any malicious attempt to harm or destroy software, hardware, and/or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the unloading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

I have read and understand this provision. Student's initials _____

8. **UPDATING** The information service may occasionally require new registration and account information from you to continue the service. Also, you must notify the information system administrator of any changes in your account information.

I have read and understand this provision. Student's initials _____

User Agreement and Parent Permission Form

As a user of the school's computer network, I agree to comply with the above stated rules, communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____

Printed Name _____

Birth Date _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for any inappropriate behavior. I understand that some materials on the Internet may be objectionable, but I accept responsibility to work with the school in guidance of Internet use-setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent Signature _____

Printed Name _____

Date _____

Street Address _____

Telephone Number _____