

LCA INFORMATION TECHNOLOGIES ACCEPTABLE USE POLICY – GRADES 7-8

RECOMMENDED BY THE GEORGIA-CUMBERLAND CONFERENCE

In order to use LCA's computer network, the Internet and other information technologies, I need to understand and agree to obey the following rules. If I do not use these resources in the right way, my teacher may take away my privilege of using them.

Internet access is offered for student use with the intent to further educational goals and objectives. This service has not been established as a public access or public forum. Each school has the right to place reasonable restrictions on the material you as a student access or post and to specify the training you need to have before you are allowed to use the system.

Access to the Internet through LCA's system requires permission from both the principal or a teacher and your parents. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. Recognizing the potential for accessing sites other than the educational ones indicated by the classroom activities, families may choose not to permit their children access to the Internet through the school's network.

Use of the computer to access the internet may only occur under the supervision of a teacher or an adult designated by the teacher.

Access

- Access is a privilege, not a right, and carries many responsibilities.
- Teachers have the right and the duty to schedule, monitor and restrict both amount of time on-line and sites visited.
- Your right to free speech is affected by our interpretation of the Internet as a limited forum, like a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons.
- Students may use only the e-mail services provided by the school.
- You should expect no privacy of the contents of your personal files on the school system or the Internet. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, school rules or the law. An individual search may be conducted if there is reasonable suspicion. Your parents have the right at any time to see the contents of your e-mail or school files.
- The school will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through LCA's computer system.
- When you are using the system, you may feel that you can easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. You are likely to be caught if you break the rules.
- Never bring DVDs, CDs, external hard drives, flash or jump drives, or other accessories from home and put them in the school computers without a teacher's permission.

Personal Use

- You may not use the system for commercial purposes to offer, provide or purchase products or services.
- You may not use the system for political activities or lobbying.

Personal Safety

- You will not post personal contact information (address, phone number, etc.) about yourself or any other person.
- You will not agree to meet with someone you have met online without approval from your parents. Any request for contact of this nature, or any message you feel is inappropriate or that makes you feel uncomfortable, should be reported to a teacher or school authorities immediately.

Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system, or go beyond your authorized access, by entering another person's username, password, or account number or by accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not use the system to engage in any other illegal act, such as arranging for a drug purchase or sale, engaging in gang activity, or threatening the safety of a person.
- You will not share games or other copyrighted programs.

System Security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will never knowingly circumvent or try to circumvent the security measures on LCA's system or on any computer at any remote site.
- You will immediately notify a teacher or system administrator if you have identified a security problem. Do not look for security problems as this may appear to be an attempt to gain illegal access.
- You will avoid the inadvertent spread of computer viruses by following the system virus protection procedures.
- You will not open e-mail attachment files from unknown or anonymous senders.

Inappropriate Language

- On any and all uses of the Internet, whether in application to public or private messages or material posted on web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not post information that could cause danger or disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person by a persistent action that distresses or annoys that person. You must stop any action perceived to be annoying when asked to do so.

Respect for Privacy

- You will not repost a message or picture that was sent to you privately without permission from the person who sent the message.
- You will not post private information about yourself or another person.
- You will not falsify your identity or the identity of another person.
- You will not change any file that is not your own.

Respecting Resource Limits

- You will use the system only for educational activities as directed by your teachers.
- You will not download files or programs without following school procedures.
- You will not post chain letters or engage in spamming (sending annoying or unnecessary messages to a large number of people).
- You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota, providing that the school has authorized e-mail usage.
- You will not subscribe to any mail lists, list services or enter chat rooms without the knowledge and written permission or documentation from your teacher or system administrator.
- You will not waste resources. You will print conservatively, saving paper and ink, and work efficiently and productively.

Plagiarism and Copyright Infringement

- You will not plagiarize words that you find on the Internet. Plagiarism means taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce anything that is protected by copyright including music, movies or text. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Questions regarding copyright law should be directed to your teacher.

Inappropriate Access to Material

- You will not use the system to access material that is profane or obscene (pornography) or that advocates illegal acts, violence or discrimination toward other people (hate literature).
- **If you mistakenly access inappropriate information, you will immediately tell your teacher or other person designated by the school.** This will protect you against a claim of intentional violation of this policy.
- Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instructions in this matter.

Disclaimer – LCA makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. The school will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Student’s Agreement

I have read this entire document and understand it fully. I agree to follow the principles and guidelines it contains.

Signed: _____

Print Name: _____

Parent’s or Guardian’s Agreement

I have read the principles and guidelines in this document. I understand that Internet access at LCA is provided for educational purposes only. I understand that employees of the school will make every reasonable effort to restrict access to inappropriate material on the Internet, but I will not hold them responsible for materials my child acquires or sees as a result of using of the Internet provided by the school. I give permission for my child to use the Internet at school.

Signed: _____ Date: _____

School Use	
Student’s User ID: _____	Password: _____
Student’s Intranet Email Address: _____	
Student’s Internet Email Address: _____	
System File Folder: _____	