



Acceptable Use Policy

Presbyterian School offers Internet access for student use. The purpose of the network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the Acceptable Use Policy for the Presbyterian School Network.

When you are using the Presbyterian School Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are. It is up to you to show personal integrity in the choices that you make.

A. Educational Purpose

1. The Presbyterian School Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Presbyterian School Network has not been established as a public access service or a public forum. Presbyterian School has the right to place reasonable restrictions on the material accessed or posted through the system. Students are also expected to follow the rules set forth in Presbyterian School Family Handbook and the law in their use of the Presbyterian School Network.
3. Students may not use the network for commercial purposes. This means that they may not offer, provide, or purchase products or services through the Presbyterian School Network.
4. The network may not be used for political lobbying. Students may use the system to communicate with elected representatives and to express opinions on political issues.

B. Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom and/or school computer lab. Students must first receive training regarding the acceptable use of the Internet prior to receiving access. No additional agreement or permission will be required. Parents may specifically request that their child not be provided such access by notifying the school in writing.
2. E-mail access will be granted only under a teacher's direct supervision using a classroom account. Students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent. Both the parent and student must sign an Account Agreement to be granted a

temporary individual e-mail account on the Presbyterian School Network. Parents can withdraw their approval at any time.

3. If approved by your principal, students may create a classroom Web page on the Presbyterian School Network. All material placed on the classroom Web page must be pre-approved in a manner specified by the school. Material placed on the Web page must relate to school and career preparation activities.

C. Unacceptable Uses

The following uses of the Presbyterian School Network are considered unacceptable. These include but are not limited to:

1. Personal Safety
 - a. Students will not post personal contact information about themselves or other people. Personal contact information includes your address, telephone, school address, work address, etc. Students will use a pen name or first name only.
 - b. Students will not agree to meet with someone met online.
 - c. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
 - a. Students will not attempt to gain unauthorized access to the Presbyterian School Network or to any other computer system through the network or go beyond authorized access. This includes attempting to log in through another person's account or to access or tamper with another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Students will not use the Presbyterian School Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. System Security
 - a. Students are responsible for their own grade level or individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another person.
 - b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. In order to avoid the inadvertent spread of computer viruses or unintentional violation of licensing agreements, students are prohibited from downloading or installing software.
4. Inappropriate Language
 - a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
 - b. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Students will not post information that could cause damage or a danger of disruption.

- d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
 - f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. Students will not repost a message that was sent to them privately without permission of the person who sent the message.
 - b. Students will not post private information about another person.
6. Respecting Resource Limits.
- a. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for educational activities. The limit on self-discovery and career development activities is no more than three hours per week.
 - b. Students will not download large files unless absolutely necessary. If necessary, consult your teacher who will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to a disk in order to transfer the file to your personal computer.
 - c. All files will be saved to the approved and designated area of the Presbyterian School Network. Students will conserve disk space by periodically purging outdated files and monitoring the size of graphics, web pages and videos saved to the network.
 - d. Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 - e. Students will subscribe only to high quality discussion group mail lists or blogs that are relevant to their education or career development and only under a teacher's supervision.
7. Plagiarism and Copyright Infringement
- a. Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
 - b. Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one 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. Copyright law can be very confusing. If you have questions ask a teacher.
 - c. Students will not duplicate commercial software. Students will not place any copyrighted software, including shareware, on a Presbyterian School computer without permission.
8. Inappropriate Access to Material
- a. Students will not use the Presbyterian School Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special

exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.

- b. If a user mistakenly accesses inappropriate information, he or she should immediately tell a teacher. This will protect the user against a claim that they have intentionally violated this Policy.
- c. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practical or possible for Presbyterian School to monitor and enforce a wide range of social values in student use of the Internet. Further, the school recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. Parents should instruct students if there is additional material that they think it would be inappropriate for them to access. The school fully expects that students will follow their parent's instructions in this matter.

D. Your Rights

1. Free Speech

A student's right to free speech applies also to communication on the Internet. The Presbyterian School Network is considered a limited forum, similar to a school newspaper, and therefore the school may restrict speech for valid educational reasons. Presbyterian School will not restrict speech on the basis of a disagreement with the opinions expressed.

2. Search and Seizure

- a. Students should expect only limited privacy in the contents of their personal files on the Presbyterian School Network. The situation is similar to the rights one has in the privacy of the contents of one's desk, cubby or locker.
- b. Routine maintenance and monitoring of the Presbyterian School Network may lead to discovery that a student has violated this Policy, the rules of the Presbyterian Family Handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that the student has violated this Policy, the Presbyterian School Family Handbook, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Parents have the right at any time to request to see the contents of their student's e-mail files.

3. Due Process

- a. Presbyterian School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Presbyterian School Network.
- b. In the event that there is a claim that a user has violated this Policy or the Presbyterian Family Handbook in their use of the Presbyterian School Network, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator (or - will be provided with notice and opportunity to be heard in the manner set forth in the Presbyterian School Family Handbook.)
- c. If the violation also involves a violation of other provisions of the Presbyterian School Family Handbook, it will be handled in a manner described in the handbook. Additional restrictions may be placed on a user's Internet account.

E. Limitation of Liability

Presbyterian School makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions 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 through the unauthorized use of the system.

F. Violations of the *Presbyterian School Acceptable Use Policy* will be handled on a case-by-case basis. Serious violations may include but are not limited to in-school suspension, being dropped from computer projects with loss of credit, restrictions or termination of network privileges and Internet access, and/or other consequences appropriate to the severity of the violation.



2009-2010 ACCEPTABLE USE POLICY AGREEMENT FORM

Student Name _____ Grade _____

Parent or Guardian Section:

I have read the Presbyterian School Acceptable Use Policy. I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Presbyterian School Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Presbyterian School Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature _____ **Date** _____

For Students in Lower and Middle School:

My parents have explained the Presbyterian School Acceptable Use Policy to me and I agree to follow these rules. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student Signature _____ **Date** _____