



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, and to explain plagiarism and its consequences.

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 students 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.

General policies for all students

Access to all electronic resources on the Charles Finney School network is a privilege and carries with it responsibilities.

- The Charles Finney School maintains the right to limit access to software, hardware, Internet, and the local area network. 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 Charles Finney School will not be responsible for damages caused by loss of data or other work that results from delays, non-deliveries, miss-deliveries, 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 expose 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:
- All users will use a flash drive 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.

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 fileserver, 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.

Acceptable Use:

Responsible Students:

- may use the computer and/or Internet to research and complete assigned classroom projects
- may use the computer to send school approved (not personal or private) electronic mail (e-mail) to other users for adopted curricular purposes
- may submit personal information (name, address, telephone number, etc.) online to access school approved online resources
- high-school students may submit personal information (name, address, telephone number, etc.) online to post-secondary educational institutions (i.e., online colleges, universities, technical colleges, etc.) for the purpose of accessing career and post-secondary information and applying for admission
- will respect and uphold copyright laws and all other applicable local, state and federal laws or regulations
- will respect the rights and privacy of others by not accessing private files.
- will understand correct use of fair use, creative domain, etc.
- will adhere to the school's plagiarism policy
- will follow all regulations posted in the computer lab or other room where computers are in use
- will follow the directions of the adult in charge of the computer lab or other room where computers are in use

Unacceptable Use

Responsible Students shall not:

- connect anybody's personal electronic device to the school's network or assist others in doing the same
- use the system to illegally transfer software otherwise known as pirating or illegally share copyrighted movies, music and games over Internet "peer to peer" networks or removable storage devices
- change any computer files that do not belong to the user
- use the computer to send messages, visit chatrooms, access Facebook, use instant messaging, visit Pinterest, Snapchat, You Tube (or the like), or listen to music
- use the system for commercial buying
- misrepresent their identity
- create, and/or distribute a computer virus
- download, install, or files onto the hard drive(s), or network
- reveal the name or other personal information of students or staff without parental or school permission
- deliberately use the computer in such a way that would disrupt the use of the network by other users
- deliberately or willfully cause damage to computer equipment or assist others in doing the same
- violate the school's code of conduct

- 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

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 check files and Internet usage.

Plagiarism

Here at The Charles Finney, we place great importance on original and creative work. The work of any individual, including you, is protected by copyright laws and ethical standards. The term “plagiarism” refers to any materials represented as the student’s own ideas which have been paraphrased or copied from another source without proper credit. It may also include citing information not traceable to the document source.

Any student who plagiarizes any work will receive a failing grade for that assignment. In addition, the teacher will:

- Notify parent
- Notify coaches, other teachers and administrators
- Choose to ask student to provide reference material, and allow (only once) the student to revise the work for a reduced grade
- Require an alternate assignment

Consequences of violations

- 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 or behavior of students.
- Additional disciplinary action may be determined at the administrative level for any system violation and/or Acceptable Use violations.

When applicable, students may face possible expulsion.

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.