<u>Students not returning the policy with parent signatures and theirs will have their USERID suspended and will not be allowed access to the school network.</u>

<u>8/08/2012</u>
<u>Westwood Schools Acceptable Use Policy</u>

Purpose   The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Westwood Schools. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to Westwood Schools' standards as an institution of Christian education..

The network is not for any private, commercial or business, or political use.

Passwords   If a password is assigned to a student or staff, that password should remain secure. Passwords should not be shared or transferred. **All users of the network will be held accountable for their use of the computer, including any use of a computer or software by someone using their password.**

Disciplinary Action

1. suspended use from equipment or the system,
2. restricted access to equipment or the system,
3. financial restitution,
4. and/or other appropriate disciplinary measures

Privilege   All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. **Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.**

Prohibited Activities

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others.
- Abuse or damage to computer equipment or software, especially if due to direct

    violation of these rules
- **Using the network or Internet access for personal or entertainment purposes without approval or permission**
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Any use of outside resources, such as collegeboard.com, that do not conform to the Acceptable Use Policy or rules of that website or projects such as flatclassroom.net that do not conform to the rules of that project. Violators are subject to penalties both at Westwood Schools and at the outside resource.
- Students may not share their full name in public spaces without specific parental permission.
- Students may not upload photos of an explicit or inappropriate nature to any website and may not identify individuals in any photos by their full name.
- Students must remove any material deemed objectionable by the teacher promptly.

Professional Liability The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

Policy Changes Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Westwood Schools. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

I have read and understand the acceptable use policies of Westwood Schools.

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Student Signature   Date

I have reviewed these acceptable use policies and reviewed them with my child and understand and support these policies.

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Parent   Date

Note: This policy must be signed and returned during the first two weeks of school or network access privileges will be revoked.