

# ACCEPTABLE USE POLICY



**Dr. Howard Fuller  
Collegiate Academy**

– Founded in 2004 –

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## PURPOSE

Dr. Howard Fuller Collegiate Academy (HFCA) provides Internet access to students as a privilege strictly for educational purposes. To use the school's access to the Internet, each student and his or her legal guardian must sign this Acceptable Use Policy (AUP) after having read this document. Once the AUP is signed, it will be assumed that the student agrees to adhere to the document's content when using the school's Internet connection and devices. The signed document is valid only for one school year after which a new AUP document must be signed prior to a new school year.

## GENERAL INTERNET POLICY

Access to the Internet will enable students to reach many different libraries, databases, and other information sources linked together through the Internet. Students may use the Internet as a means of participating in distance learning activities, seek answers from experts, or to search for information related to academic assignments. Our staff, with teachers, will help students develop skills and etiquette necessary to evaluate information services, identify pertinent information for their assignment and to evaluate the accurateness of information found on the Internet. Students may use computers, computer networks and other electronic technology, only for valid educational purposes and only with the approval of a school staff member.

Making Internet access available to student carries with it a chance to encounter information unsuitable for students. Controlling web site access can be difficult. Creating a secure Internet environment is an import goal for HFCA, but this can only be achieved with a collective effort on the part of students, parents, and school. Each

student must be aware that Internet access is a privilege and should limit their web access to web sites related to education. Parents and guardians should assist their son or daughter in becoming responsible Internet users. Parents should encourage their son or daughter to visit only suitable websites and should monitor their Internet activities. The school will assume the responsibility of attempting to limit the access to non-educational websites through the school's firewall.

## STUDENT PRIVILEGE TO USE THE INTERNET

Using the Internet at HFCA is a privilege and not a right for each student. Access to the Internet is not mandatory in order to receive an education. With this in mind, each student must be aware of the fact that one of the consequences for inappropriate use of the Internet is to lose the privilege of access to the Internet. The length of suspension from the Internet will be determined by the severity of the infraction, and evaluated on a case-by-case basis. In some circumstances, other disciplinary measures may be necessary in compliance with the HFCA Family Handbook.

## UNACCEPTABLE STUDENT USE OF THE INTERNET

This list shows major issues related to unacceptable Internet use. It is impossible to cite all possible unacceptable uses of the Internet. As a result, the student should be aware that he or she may be cited for "other" unacceptable uses not specifically listed here. Students are advised to consult a staff member, Administrator or teacher when in doubt about a particular use of the Internet being

acceptable or unacceptable. Unacceptable uses of technology include, but are not limited to:

- Posting personal information about yourself or another person including items such as residential address, telephone numbers, or certain school information.
- Entering into or initiating an Internet chat session using Facebook, Instant Messenger, Yahoo Messenger, IRC, etc. unless monitored by a staff member and for a class assignment or project.
- Downloading or sending files over the Internet unless this activity is under the supervision of a staff member and for a class assignment or project.
- Viewing web sites on the Internet not directly related to a classroom assignment. The exception occurs when a staff member gives permission to view web sites not directly related to a classroom assignment as an enrichment activity for that class.
- Using inappropriate language while using the school's network of computers to transmit a message of any kind or material posted to a website.
- Any additional activity not specifically listed that uses the school's computer network to violate any conduct code specified in the HFCA Family Handbook.

## ILLEGAL USE OF INTERNET SERVICE/ COMPUTER HARDWARE

HFCA willingly cooperates with local, state, or federal agencies accountable for policing Internet use. Every school Internet abuse incident will be investigated as necessary. In cases where state or

federal law is broken by the student's use of the Internet, evidence residing on the school's computer and routing devices will be available to law enforcement officials to use for prosecution of those responsible for the act. Illegal uses of technology include, but are not limited to:

- Vandalizing school software or hardware. This could include tampering with a computer or software, pirating school software, stealing computer hardware components or damaging or vandalizing school-owned devices.
- Posting any personal information about a person without his or her prior consent, to any Internet site using the school's computer.
- Attempting to gain unauthorized access to any of the school's computers. The simple act of attempting to uncover security weaknesses will be considered illegal activity. Attempting to disrupt normal operation of the computer(s) so that prospective users are limited or prohibited from accessing other computers on the network. Downloading a virus onto a computer and/or the network.
- Use of technology off school property which has a material effect on the operation or general welfare of the school division, impacts the integrity of the educational process, threatens the safety and welfare of students, staff, or school property, occurs when the student is under the school's authority in loco parentis, or otherwise invades the rights of students or staff and/or computers will be pursued to the full extent of the law.

Engaging in any other illegal activity not specifically listed above using the school's computer network and/or computers will be pursued to the full extent of the law.

**By signing below, I agree that I have read, understand and will to adhere to the Dr. Howard Fuller Collegiate Academy Internet and Computer Acceptable Use Policy.**

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Student Name (please print)

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Student Signature

Today's Date

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Parent Signature

Today's Date