

Manassas Adventist Preparatory School Internet Acceptable Use Policy Grades 3-8

Manassas Adventist Preparatory School is pleased to offer students access to a computer network for electronic mail and the internet. To gain access to email and the internet, all students must obtain parental permission as verified by the signatures on this form. Should a parent prefer that a student not have email and internet access, use of the computers is still possible for more traditional purposes such as word processing.

In order to use the computer network and internet, students need to understand and agree to obey the following rules. If students do not use the internet in the right way, teachers may take away internet use privileges.

Use Rules

1. Time online is only for assignment work.
2. Go only to the Websites assigned by your teacher.
3. Treat people with respect – the way you would like to be treated.
4. Never download programs or files without your teacher's permission.
5. Never install any programs on the computer unless you are asked to by the principal.
6. I will only use email services provided by the school.
7. Never bring disks from home and put them in the school computers.
8. Never open any email from someone you don't know.
9. Never share your password with anyone.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if these rules are violated.

Safety Rules

1. Never give out personal information about
 - Your name
 - Your address
 - Your telephone number
 - Your personal email address
 - The name or address of your school
2. Never give out personal information about someone else.
3. Always tell your teacher when someone asks you for personal information.
4. Do not put a picture of yourself on the internet without your parents' permission.
5. Never meet people in person that you have contacted on the internet, without your parents' permission.
6. Always tell your teacher if you come across information or messages that are dangerous, mean, embarrassing or that make you feel uncomfortable. Use the Backspace or ESC key to leave the site, and then tell the teacher.
7. Never email someone for the first time without your teacher's permission.

Legal Stuff

1. Teachers and staff may review documents and log files to ensure that you are using the system responsibly.
2. You will not copy information from the internet or local network and give it to your teacher as your own work. You cannot use the words or pictures from an internet site without giving credit to the person who owns the site.
3. You are not to open other students' folders or files.
4. Chat rooms are off limits unless the teacher has entered with you or provided a monitored site.
5. Never look at, send, or try to find any pictures or words that you would not want your parents or the teachers to see.
6. Users are expected to remain within allocated disk space and delete email or other material that take up excessive storage space.
7. Students should never download or install any commercial software, shareware, or freeware onto network driver or disks, unless they have written permission from the teacher or network administrator. Students should not copy other people's work or intrude into other people's files.

Student's Agreement

I have read the information above and understand it. I agree to follow these rules at all times when I am using the Network at school.

Signed: _____ Date: _____

Parent or Guardian

My child understands the rules that he/she is to follow in using the Internet at school. I have talked with him/her to make sure those rules are understood. 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 the use of the Internet from the school facilities. I give my permission for my child to use the Internet while at school.

Signed: _____ Date : _____

School Use

Student's User ID _____ Password: _____

Student's Internet E-Mail address: _____

System File Folder: _____