

Computer Network Acceptable Use & Technology Policy

Wyoming Valley Seventh-day Adventist Elementary School
476 Third Street, Mountain Top, PA 18707

All students and teachers are encouraged to use the Wyoming Valley Seventh-day Adventist Elementary School computers to improve learning and teaching through research, collaboration, and dissemination of successful educational practices, methods, and materials available through use of the computer.

The WVSDAE's network is protected with software which restricts access to objectionable sites on the Internet and eliminate a vast amount of potential problem situations. Students are expected to abide by all the rules established for computer use. The terms and conditions for use of WVSDAE computers are listed below.

1. Computer use and time online at school is limited to assignments related to class instruction. Students should not print any material on the school printer without permission from the instructor.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
3. **Privileges** – The use of WVSDAE computers is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Based upon the Acceptable Use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and his/her decision is final. Also, the system administrator may deny a student the use of WVSDAE computers at any time. The administration, faculty, and staff of WVSDAE may request the system administrator to deny, revoke, or suspend specific students' use of the computer.
4. **Netiquette** – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not write or send abusive messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal your personal information such as address or phone number, or the personal information of other students or faculty.
 - d. Note that electronic mail and messaging is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users (examples: downloading huge files during prime time, sending mass e-mail messages, annoying other users).

- f. All communications and information accessible via the network should be assumed to be private property.
5. **Reliability** – WVSDAE makes no warranties of any kind, whether expressed or implied, for the service it is providing. WVSDAE will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the systems negligence or user errors or omissions.
6. Use of any information obtained via the Internet is at your own risk. WVSDAE specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. **Vandalism** – Vandalism will result in cancellation of privileges. For this policy, vandalism is defined as any malicious attempt to harm, disruption, or destroy data, computers, or the network. This includes, but is not limited to, the uploading or creation of computer viruses. Fines for vandalism will be determined according to the destruction of the property.
8. **Installation Restrictions** – No software of any kind is to be loaded on a computer's hard drive without prior approval from the systems administrator.
9. Should a student lose his/her computer privileges, he/she must find other sources or avenues to complete the required class work assignment(s). The loss of privileges may not be used as an excuse for not completing assigned classwork.
10. Additional Internet Use/Social Media
 - a. In keeping with WVSDAE's objectives, students will be held accountable for acceptable Internet practices, including posting information on websites (including social networking sites, Facebook, YouTube, Instagram, Snapshot, etc.) emails, texts, and instant messages. This accountability extends to Internet activity outside of school, especially when this activity reflects badly upon the school or upon the reputation of the school, or when it harms a member of our school community.
 - b. It should be noted that WVSDAE does not actively monitor student use of technology outside of the school as we feel students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home. However, sometimes we become aware of information disseminated over the Internet.
 - c. A student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of the school by computer or by mobile devices (such as cell phone, iPods, iPads, etc.) which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school.
 - d. Abusive Internet communications include posting or disseminating of written material, graphics, photographs, or other representations with communicate, depict, promote, or encourage:
 - i. the use of any illegal or controlled substance, including alcoholic beverages and tobacco;
 - ii. violence or threats of violence, intimidation or injury to the property or person of another;

- iii. lewd, offensive, sexually suggestive or other inappropriate language or behavior.
 - e. Any WVSDAE student's Internet activity, posting, or publishing that references WVSDAE must not be defamatory, libelous, slanderous, or obscene.
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I have read and agree to abide by the above stated policy:

Student's Signature: _____ Date: _____

I/We have read and support this policy:

Parent's Signature: _____ Date: _____