

THE USE OF COMPUTERS, INTERNET AND ELECTRONIC MAIL PERMISSION FORM

Manassas Adventist Preparatory School is pleased to offer students access to a computer network for electronic mail and the internet. To gain access to e-mail 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 e-mail and internet access, use of the computers is still possible for more traditional purposes such as word processing.

Access to e-mail and the internet will enable student to explore thousands of libraries, databases, museums, and other information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible on the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Potomac Conference standards and the specific rules set forth below. The use of the network is a *privilege*, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

WHAT ARE THE RULES?

Privacy – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material that take up excessive storage space.

Illegal Copying – Student should never download or install any commercial software, shareware, or freeware onto network drive or disk, 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.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

RULES AND GUIDELINES:

These are rules and guidelines to follow to prevent the loss of network privilege at our school:

1. Do not use a computer to harm other people or their work
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.
10. Home address and phone number should not be given out to anyone on-line.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if these rules are violated.

NOTE: Our computers have filters on them.