



Louisville Adventist Academy

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LAA COMPUTER NETWORK POLICY 2016-2017

The Louisville Adventist Academy computer network is designed to be an integral component of teaching and learning at Louisville Adventist Academy. New technologies are shifting the ways that information may be accessed, communicated, and transferred. Access to the electronic highway at Louisville Adventist Academy is called LAA Network. Ultimately, the school staff and parents/guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. Louisville Adventist Academy supports and respects each family's right to decide whether or not to allow their child to apply for access to the school's Internet.

LOUISVILLE ADVENTIST ACADEMY STUDENT USE GUIDELINES, RULES AND RESPONSIBILITIES

Students are responsible for good behavior on the school computer network. The network is provided for students to conduct research and to communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a *privilege*, not a *right*. Therefore, based upon the acceptable-use guidelines outlined in this document, the technology coordinators will deem what is inappropriate use, and their decision is final. The technology coordinators may close an account at any time. The school board, faculty and staff of Louisville Adventist Academy may deny, revoke, or suspend specific user accounts.

I. The primary purpose of the Internet is to support those engaged in academic work.

- A. Students who need a computer for academic work always have priority over students who wish to use the computer for other reasons.
- B. The computer system files have been set up by the technology coordinators. Do not alter or modify system files or configuration files. Always restore environmental settings such as sound volume or desktop patterns and colors after use.
- C. When using programs with sound, please be considerate of others working nearby. Lower the volume or use headphones.
- D. Do not use the Net in such a way that would disrupt the use of the network by other users.
- E. Use the network appropriately. It may not be used for private gain, business, or for any activity not consistent with the mission of the school and the Seventh-day Adventist Church or for any purposes that may violate any applicable local, state, national, or international law.
- F. You may not get from not put onto the network anything inappropriate, including but not limited to threatening, obscene or libelous material. Sending or receiving offensive messages or pictures from any source is prohibited and will result in immediate suspension and possible revocation of privileges.

II. Adhere to all laws concerning the use and distribution of copyrighted software.

- A. All data and programs residing on network workstations and file servers, except for personal account directories/folders, are the property of Louisville Adventist Academy and may not be downloaded, copied, moved, or altered under any circumstances. Nor may they be used outside of the school without prior express written permission.
- B. Applications on CDs and DVDs may not be run on school machines without prior approval from a technology coordinator.
- C. Any person seeking to upload application software of any type to a personal account must receive prior express written permission. Permission will not be granted for software where a clear demonstration of ownership cannot be shown, along with specific licensing permission for use over a network.
- D. No person may publish or store in his or her personal account directories/folders any material that violates or infringes any copyright, trademark, patent, statutory or common law or the proprietary rights of others.

III. Use appropriate and respectful language at all times.

- A. Be polite. Do not write or send abusive messages.
- B. Communication over the network must show appropriate language and content. All those using the communication facilities are responsible for their own words and words attributable to their account.
- C. The use of profanity, gender, sexual, or racial slurs, or any form of malicious, obscene, or libelous language is prohibited on the Internet (including but not limited to electronic mail, bulletin boards, and conferencing programs).

IV. Account holders are fully responsible for their accounts.

- A. The contents of a personal directory/folder are the personal responsibility of the account holder, as is the security of that person's password. Those who give others access to their private accounts remain fully responsible for any contents of their accounts, or any actions caused by people logged into the network on their user ID. We strongly recommend that account passwords be kept private and passwords changed regularly on technology coordinators' schedules.
- B. Do not reveal the full name, personal address or telephone number of yourself, other students, or teachers without express written permission from a faculty member.
- C. Do not communicate any credit card number, bank account number, or any other financial information.
- D. Do not access another person's materials, information, or files without the direct permission of that person.
- E. Do not access, download, upload, or distribute gambling, pornographic, obscene, illegal, abusive racial, ethnic, gender, or sexual orientation material.

- F. Any malicious attempts (vandalism) to harm or destroy data of another user, the Internet, or any agency connected to the Internet will not be tolerated. Loading of computer “viruses” or “worms” is a violation of federal law. Any questionable action will result in the cancellation of user privileges.
- G. All work and file storage done on the Internet will be done on CDs and DVDs provided by the school. No personal disks or CDs and DVDs may be used without express written permission from a technology coordinator.
- H. The network administration reserves the right to inspect and monitor personal files at any time and for any reason.
- I. The network administration cannot guarantee the security of files left in public spaces, such as the local

V. All rules governing plagiarism apply to information found by computer.

Information found on the computer network may not be used or represented in the work of a student unless the student references the source of the information.

VI. Use electronic mail (e-mail) wisely and as an educational resource.

- A. Do not send e-mail needlessly. Profligate or abusive mail will result in e-mail privileges being suspended.
- B. E-mail may not be used to access, upload, download, or distribute gambling, obscene, pornographic, illegal, abusive racial, ethnic, gender, or sexual orientation material.
- C. All e-mail is publicly accessible. People who operate the system do have access to all e-mail. Inappropriate messages can result in suspension of privileges.
- D. Use of distribution lists or mass e-mailings is subject to approval by a technology coordinator.
- E. Do not open e-mail from an unknown source.

VII. Show respect for the Internet equipment and facilities.

- A. Use care in the treatment and handling of the computer hardware. Since the resources on the Net are shared by all members of the school’s community, we must all do our part to keep them in good condition.
- B. Any physical damage or costs incurred to correct “virus” damage will be the responsibility of the user or their parent/guardian.
- C. Be considerate of others using the network resources. For example, do not run programs while you are away from the workstation. If you need to leave the workstation, please save your work, quit any applications, and log off the server. Do not run large programs and applications over the network. Do not send massive amounts of e-mail to other users or transfer large files to the file server.
- D. Eating and drinking are not permitted near any computer.

VIII. Information and Service

Louisville Adventist Academy makes no warranties of any kind, whether expressed or implied, for the information gained through the Internet. The school's faculty, staff, school board, and the Seventh-day Adventist Church cannot be held responsible for any damages resulting from the delay of data, non-delivery of data, misdelivery of data, or service interruptions. Use of the information obtained through the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of the information obtained through the Internet.

Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.



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STUDENT USER CONTRACT

I have read the Louisville Adventist Academy Computer Network Policy. I understand and will abide by the stated terms and conditions. I also acknowledge that I am responsible for the user of my user identification and password. I further understand that violation of the regulations is unethical and may constitute a criminal offense or result in civil liability. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Name (please print)

Student Signature

Date

PARENT/GUARDIAN CONTRACT

As the parent or guardian of this student, I have read the Louisville Adventist Academy Computer Network Policy. I understand that access is designed for educational purposes and that Louisville Adventist Academy has taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Louisville Adventist Academy to restrict access to all controversial materials, and I do not hold them responsible for materials my child or ward may acquire. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I further agree to hold Louisville Adventist Academy harmless and indemnify Louisville Adventist Academy from any claims resulting from my child or ward's use of the computer and related services. I hereby give my permission to issue an account for the student named above and agree to be responsible for and pay all items charged to said account. I certify that the information contained on this form is correct.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date