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Dear Parents/Guardians:

Island Pacific Academy's (IPA) computer equipment, network, software, and Internet access are provided to support the educational information needs of its students and employees. As part of its curricular goals, IPA wants to develop technology literate students who realize the benefits and responsibilities of correctly using the Internet and other network resources. The Acceptable Use Policy informs students and other users of their responsibilities when using the network and publicizes the consequences of inappropriate conduct. Parents and guardians must work together with IPA to ensure proper use of technology, especially when students access digital resources while at home.

Please thoroughly read the following Terms and Conditions of the *Island Pacific Academy Computer and Internet Acceptable Use Policy*. Your signature on the acknowledgement form indicates that you understand and intend to abide by regulations of this policy. Students under the age of 18 must have the approval of a parent or guardian. A signed AUP must be on file with the Administrative Office for all users. Failure to comply with these Terms and Conditions may result in the possible revocation of computer/network access, and/or disciplinary/legal action consistent with the school's policies.

Parents/Guardians must communicate with their children their own personal regulations and policies regarding Internet usage. Even if students are not using their IPA computers, parents/guardians should especially monitor usage of chatrooms, social networking sites, and search engines to ensure that their child is practicing safe behaviors and having positive online experiences. Open communication is essential, so that your child will feel comfortable alerting you to any inappropriate or threatening material or messages they might encounter.

We thank you for your support in helping the school develop a technology program that strengthens our students' learning environment. If you have any questions about the provisions of this Computer and Internet Acceptable Use Policy, please contact me at 674-3566 or at mhandy@islandpacificacademy.com.

Sincerely,

Melissa Handy
Director of Technology
Island Pacific Academy

Island Pacific Academy

Computer and Internet Acceptable Use Policy (AUP)

Revised May 2008

Terms and Conditions of the AUP – Island Pacific Academy reserves the right to perform random checks of data and Internet activity to ensure compliance with school regulations and policies. The Technology Department may prioritize access to the school’s network and technology resources as well as allow authorized personnel to review system use and file content for security purposes. It is at the discretion of the IPA Administration to determine if any activity not appearing in the lists below constitutes an acceptable or unacceptable use of the network. These policies are in effect any time school resources are accessed from school, directly from home, or indirectly through another service provider.

General Regulations and Policies

Computers are for “school-work” only

School issued computers as well as personal computers used on school grounds are for school-related work and materials only. School-related work and materials is defined as activities and information absolutely essential for the completion of school assignments and projects. Computers are not for recreational activities including e-mailing or instant messaging friends and accessing social networking sites. All student e-mail access is prohibited on school grounds and on school computers and equipment.

Sharing passwords is prohibited

System accounts are to be used only by the authorized owner of the account for authorized purposes. Users should not share their account information such as usernames and passwords with another person or leave an open file or session unattended or unsupervised. Users shall not obtain passwords and other personal data belonging to other users, misrepresent other users on the system, or attempt to gain unauthorized access to the system. Account owners are ultimately responsible for all activity under their account.

Sharing computers is prohibited

Computers are to be used only by the designated user assigned to the computer at the beginning of the year.

A stylus is provided by the school and must be replaced if lost

The school will distribute one stylus per tablet computer. A replacement stylus must be purchased by the user if the stylus is misplaced or damaged. Replacements may be purchased in the school store.

Students must return laptop to assigned storage space and use assigned power cord

Students must place their computer in their assigned space in the assigned laptop cart and must use the cord assigned to them. Students are not permitted to unplug other students’ cords.

Computers must be on campus everyday and may not be left at home

Observe proper care of school equipment. This includes, but is not limited to bringing computers and laptop bags to campus everyday and not leaving them at home, plugging the laptop in to recharge the battery, and shutting down computers daily. Students must use caution when carrying and transporting their computers. Students must follow proper procedures when reporting computer problems and alert IPA technology staff of any damage or theft in a timely manner. Destruction or damage of school-issued equipment may result in the student being held financially liable for any repair or replacement cost.

Students may not install software

Do not alter the standard computer image. Students may not install software.

Students must follow computer care/protection guidelines

Students must use caution when transporting and using their computers. Students should not have food or drink near their computers and must take care not to damage the keyboard or screen.

Vandalism is prohibited

Vandalism, defined as any malicious attempt to harm or destroy hardware, software, or data of another user or the school, will not be tolerated. This also includes downloading, creating or uploading of computer viruses.

Students must abide by Federal and State laws

Users shall not transmit any material that is in violation of U.S. Federal or State laws. Users shall not use the network for any illegal activity or for commercial or for-profit purposes. Users shall respect all U.S. copyright laws and licensing agreements pertaining to material entered into and obtained via IPA's computer systems and networks. Users shall not fraudulently copy or modify materials in violation of local, state, or federal laws.

Students may not download music, pictures, or video files from the web

Students may not download music, pictures, games, video files, audio files, or any other electronic media from the web unless it is specifically approved by a teacher for educational projects and assignments.

No inappropriate content on campus grounds and school equipment

IPA prohibits downloading, transmitting, or storing of pornography; sexually explicit or inappropriate materials, graphics, or audio clips; obscene material; and unethical or illegal solicitation. Users may not access the network to transmit objectionable or offensive materials or to participate in inappropriate and/or objectionable news groups or chat rooms.

No image searches

Students may not use an image search engine.

Cyber bullying is prohibited

Hate mail, harassment, discriminatory remarks, sexual or racial harassment, or other antisocial behaviors are expressly prohibited.

Consequences of Misuse

Misuse may result in temporary or permanent loss of privileges, based on the severity of the breach or offense. Consequences are determined by the Dean of Students and school principal, possibly including:

1. Loss of Internet access
2. Removal of software
3. Loss of all network rights
4. Loss of computer

It is possible for students to gain back their network and Internet privileges through an appeals process decided upon by the Dean of Students and school principal. It is at the discretion of the Dean of Students and school principal whether a student is eligible for the appeals process.

Limitation of Liability

Because of the nature of the Internet, there is no absolute guarantee that following the guidelines and regulations in this AUP will fully protect users against access to inappropriate or harmful material or people. Island Pacific Academy will not be responsible for any damage users may suffer if they accidentally or intentionally encounter such materials or people.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services and access fee-based services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

URL filtering software will be used to limit student access to potentially harmful, graphic, and explicit materials, but no software is capable of filtering and blocking all inappropriate materials and images. Nor can the school be held responsible for supervising or continually monitoring every communication and Internet session for every student. Parental involvement and monitoring of student Internet usage is extremely important in ensuring proper use of network and Internet resources

IPA will not be responsible for any damages users may suffer while utilizing the IPA network. This includes the loss of data resulting from delays, non-deliveries, or service interruptions. Students should save all files to their home directory to try to avoid possible problems resulting from improperly saved and stored materials.

Security & Safety Guidelines

- ✪ Never share any personal information (name, photographs, address, e-mail address, phone number, age, school, sports, activities, weekend plans, etc.) without the consent of a parent or guardian. Make sure screen names do not contain any personal information. Absolute privacy cannot be guaranteed on the network and Internet.
- ✪ If a student accidentally views inappropriate content online, the student should immediately close the program and inform the classroom teacher.
- ✪ Be suspicious and skeptical of any claims made by someone on the Internet. Do not agree to any personal or face-to-face meetings with someone from the Internet.

Island Pacific Academy

Student Network/Internet User Agreement and Parent Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

- ✪ Using computers for non-school related activities
- ✪ Defacing or neglecting computers
- ✪ Installing or altering software or operating systems
- ✪ Sharing passwords, user accounts, or computers
- ✪ Downloading music or video files
- ✪ Violating copyright laws
- ✪ Trespassing in others' folders or files
- ✪ Using an image search engine
- ✪ Bringing Inappropriate content to the campus
- ✪ Cyberbullying

Violations may result in a loss of access as well as other disciplinary or legal action.

Student User Agreement:

As a user of the Island Pacific Academy network, I agree to follow the statements and expectations outlined in the IPA *Computer and Internet Acceptable Use Policy* and to honor all relevant laws and restrictions.

Student Signature _____ Date _____

Parent / Guardian Permission:

All students are provided with access to school network resources. In addition to accessing our school network, as the parent or legal guardian

Parent Signature _____ Date _____

Student's Name: _____	User Name: _____	Graduation Year: _____
Parent's Name: _____	Street Address: _____	
Home Phone: _____		