



Springs Adventist Academy

2018-2019 Acceptable Computer Use Policy

Acceptable Computer Use Policy for Springs Adventist Academy (SAA) is used to support learning and enhance instruction. It is a general policy that all computers on campus are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and the guidelines for the use of technology at SAA, as described below, will result in the revocation of access privileges.

Because access to the Internet provides connections to other computer systems located all over the world, users must understand that SAA or any staff member of SAA cannot control the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Springs Adventist Academy does not condone the use of such materials.

SAA Acceptable Computer use Policy rules and regulations:

- The Internet use is free to users.
- It is a privilege, not a right, to receive internet access.
- A RESPONSIBLE user of the Internet may keep internet access as long as the user is a staff member or student at SAA and they follow the guidelines written here.
- Network storage areas may be treated like school lockers. The Network Administrator may review files and communications to maintain integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school servers will always be private. There is no expectation of privacy.

A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the technology at SAA ONLY when supervised by a teacher.
- Use the technology at SAA for curriculum and instruction purposes only.

A responsible user:

- May NOT use the Internet for any illegal purpose.
- May NOT use/change computer files that do not belong to the user.
- May NOT vandalize in any way technology hardware or software.
- May NOT install software from home or download software from the Internet and install it on a workstation at ANY time.
- May NOT use the Internet to gain access to and view pornographic material.

- May NOT use the Internet or technology as a “free time” activity without teacher approval.
- May NOT engage in Chat Room use.
- May NOT knowingly access any site that is in direct opposition to the philosophy and standards of the Seventh-day Adventist church or SAA.

Remember that the SAA Technology Coordinator will have access to all user accounts.

By using a computer at SAA you acknowledge that you:

- Understand the rules and regulations of the SAA Acceptable Use Policy.
- Realize that if the rules are violated, your SAA computer access will be cancelled
- Understand there will be **consequences if the technology is misused**.

PLEASE KEEP THIS COPY AND RETURN THE ACCEPTABLE COMPUTER USE AND IMAGE CONSENT SIGNATURE PAGE.



Springs Adventist Academy

2018-2019 Acceptable Computer Use and Image Release Consent

SIGNATURE PAGE

(Note: If a student is too young to read the Acceptable Computer Use Policy, please provide assistance. The purpose of the Acceptable Computer use Policy is to provide information, not to exclude anyone.)

1. _____
Students Last Name Students First Name

2. Homeroom Teacher's Name: _____

I have read the Acceptable Computer Use Policy. If I follow the rules I may use the Technology at SAA. If I do not follow the rules in the Acceptable computer Use Policy, I understand that my Technology access will be taken away from me. I understand that there will be consequences if the technology is misused.

_____/____/____
Student Signature Date

PARENT CONSENT

I have read the SAA Acceptable Use Policy. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I know that Springs Adventist Academy does not control the content of these Internet networks. When using the Internet, I realize that students may read material that I might consider controversial or offensive. SAA has my permission to give Internet access to my child. I understand that my child has access to the technology at SAA as long as the procedures described in the Acceptable Computer Use Policy are followed.

_____/____/____
Parent or Guardian Signature Date

IMAGE RELEASE: SCHOOL WEB PAGE PHOTOGRAPHS AND VIDEOS

I understand that photos and/or video footage of my child may be posted on the Internet on the SAA website. I understand, also, that personal information such as student names, phone number, and addresses will not be posted with their pictures. (Not signing denies permission.)

_____/____/____
Parent or Guardian Signature Date