

# **Bay Knoll Seventh-day Adventist School**

## **Acceptable Use Policy**

The schools of the Seventh-day Adventist educational system and Bay Knoll Seventh-day Adventist School are pleased to offer their students access to a computer network for the Internet. To gain access to the Internet, the parent or legal guardian and the student must sign and return this form to Bay Knoll School at Registration.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases, and acceptable web sites. Unfortunately, it is true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, and/or offensive. We believe, however, that the benefits to students in the form of information resources exceeds any disadvantage, and therefore the New York and the Atlantic Union Conferences of Seventh-day Adventists support the school's choosing to make the Internet available to our students. We recognize that parents / guardians are ultimately responsible for setting and conveying the standards that their children should follow when using the media and information services. We respect each family's right to decide whether or not to apply for access for their children at Bay Knoll.

School computers are for educational purposes only. Since the network is provided for students to conduct research, access is given to students who agree to act in a considerate and responsible Christian manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility. School faculty and staff may review files and communications to maintain system integrity and ensure that all users are using the system responsibly.

Students will adhere to Seventh-day Adventist Christian principles and must agree to the following guidelines:

- Be courteous, truthful, and responsible in all communications.
- Be responsible with all computer hardware and software.
- Have clean hands when using the computer and have no food or drink near it.
- Keep their passwords (if applicable) to themselves.
- Respect the confidentiality of folders, work, and files of others.
- Learn and observe copyright and patent laws. Give proper credit to others' intellectual output.
- Comply with the Bay Knoll School Acceptable Use Policy & the Internet Access Agreement.
- Promise not to attempt to access or alter unauthorized areas of a computer system.
- Use the Internet only with the direct permission and supervision of faculty and / or staff.
- Get specific permission to print any information obtained or generated.

Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action. Other guidelines that may be added during the school year will be just as binding as those printed here.

***See the reverse side for the Internet Access Agreement.***

# Bay Knoll Seventh-day Adventist School

## Internet Access Agreement

**Student**—I understand that the internet can connect me to much useful information stored on computers around the world.

While I have access to the Internet—

- I will use it only for educational purposes and within the time limits set up.
- I will not look or participate in anything that is illegal, dangerous, offensive, or opposed to the Seventh-day Adventist values of this school.
- I will not contact a person through email, instant messenger, chat room, Facebook, advertisements, etc.

If I accidentally come across something that is illegal, dangerous, offensive, or otherwise objectionable—

- I will clear any offensive pictures and / or information from my screen; and
- I will immediately and quietly inform my teacher.

I will respect the confidentiality of work, folders, files, programs, and computer settings of others.

I will not reveal personal information—names, home/school addresses, phone numbers, etc.—mine or anyone else's.

I will not use the Internet to annoy or to offend anyone else.

I understand that if the school decides that I have broken any of these guidelines and rules appropriate action will be taken. Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

Student's Name \_\_\_\_\_ (Please print clearly.)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent / Guardian**—I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous, and/or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students.

I believe \_\_\_\_\_ (student's name) understands this responsibility, and I hereby give my permission for her/him to access the Internet under the school rules and guidelines. I understand that students breaking these rules will be subject to appropriate action by the school. Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

Parent / Guardian Name \_\_\_\_\_ (Please print clearly.)

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_