



PINECREST ACADEMY

## Acceptable Use Policy

*Effective July, 2011*

**DEFINITION OF NETWORK:** The *Pinecrest Academy Network* includes the Pinecrest Academy Computer Network, the Internet, and Email. This policy applies to computer usage anywhere on the Pinecrest Academy campus *and* off-campus electronic access to the Pinecrest Academy Computer Network, as well as all computers and networks connected to Pinecrest Academy.

**MISSION STATEMENT:** Technology at Pinecrest Academy is used to enhance its mission in a Catholic environment, as we seek to maximize the potential of each child spiritually, academically, culturally, and physically. Our program will supply the technological skills and aptitude necessary for life-long learning. Comfortable and confident technology use will be fostered, allowing learners to develop their unique abilities, to communicate effectively, to think critically and creatively, and to increase productivity using a variety of technological resources.

### **CONDITIONS AND RULES FOR USE:**

- 1) **Acceptable Use:** The use of this network must be in support of education and research and consistent with the educational objectives of Pinecrest Academy. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- 2) **Privileges:** *ACCESS IS A PRIVILEGE - NOT A RIGHT!* Inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of Pinecrest Academy may request the system administrator to deny, revoke, or suspend user privilege. Inappropriate use may result in suspension or expulsion.
- 3) **Netiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a) Use only assigned accounts
  - b) Not view, use, or copy passwords, data, or networks to which you are not authorized
  - c) Be polite. Do not use abusive tones in your messages to others.
  - d) Use appropriate language. Illegal activities are strictly forbidden.
  - e) Report security risks or violations to a teacher or network administrator.
- 4) **Students are only permitted to use or check Email on campus under the supervision of a faculty member.** Use of Email for reported bullying behavior will not be tolerated and constitutes inappropriate usage.

- 5) **Do not use the network in such a way that you would disrupt the use of the network by other users.** Under no circumstance are you permitted to access network resources such as shared network drives, printers, or any other network function that is not displayed as a drive in My Computer.
- 6) **Vandalism:** Vandalism will result in immediate cancellation of privileges, and will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or equipment. This includes, but is not limited to: the uploading or creation of computer viruses, moving keys, removing parts or defacing of any part of a computer or computer parts.
- 7) **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on to the network as a system administrator will result in immediate cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computers may be denied access to our network.
- 8) **Procedures for Use:**
  - a) Students must always get permission from their instructors before using the network.
  - b) Students must follow the guidelines set by the instructor.
  - c) Students may not log into teachers' computers and are only permitted to use computers in the Computer Labs and Media Centers under teacher supervision.
  - d) Under no circumstances is a student allowed to remote desktop to any computer on or off campus.
  - e) All use of the Internet must be educational.
  - f) You may **not** use computers to play or download music or games.
  - g) A teacher must be present to supervise students on the Internet.
  - h) Computer and Internet access is to be used by authorized students only.
  - i) Passwords are confidential and are NEVER to be shared.
  - j) Users shall not intentionally seek information, obtain copies, and modify files, other data or passwords belonging to other users.
  - k) The Internet is an unregulated, worldwide environment. Some information found on the Internet may not be accurate, complete, or current. Users must assess the **VALIDITY** of the information found. If inappropriate material is found, notify your teacher, not other students.
  - l) Remember, you are responsible for your actions.
  - m) Teachers and staff retain the right to monitor a student's computer usage.
- 9) **Encounter of Controversial Material:** Users of the Internet may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. Pinecrest Academy makes every effort to restrict access to inappropriate content. However, on a global network it is impossible to completely control

the content of data and an industrious user may discover controversial material. Any controversial material should be discussed privately with the instructor and not shared with other students.

**10) The use of personal electronic devices:**

- a) Students are permitted to bring Laptops, Tablets, and E-readers (which will only be used during designated areas and times specified by their instructor).
  - i) All devices must use the Pinecrest Academy internet connection. Devices with a 3G or 4G internet connection are not permitted.
  - ii) All laptops must have an up-to-date antivirus application (There are several free AV programs like AVG and Avira).
  - iii) It is recommended that each student's device have an internet content filter installed for internet browsing while away from Pinecrest Academy (There are many available for free such as K9 Web Protection).
- b) Students are responsible for their own devices. Pinecrest Academy takes no responsibility for damages or theft to personal property.
- c) Students are responsible for adhering to ALL terms and conditions contained in this agreement while using ANY personal device on campus.

**Instructions for 3<sup>rd</sup>-12<sup>th</sup> Grade Students**

Accessing the Student "I" drive, Teacher Websites and Media Centers from home:

1. Go to [www.pinecrestacademy.org](http://www.pinecrestacademy.org)
2. On the right hand side of the Pinecrest Academy webpage, click on "Student Portal".
3. Students should type in their "Username@pinecrestacademy.org" and "Password".  
(The Username and Password are the same password the student is assigned at school.)
4. Click Login.



PINECREST ACADEMY  
Acceptable Use Policy

*Effective July, 2011*

*(Agreement page)*

After reading the attached information, the student and parent or guardian must sign the agreement below and **return this page to Mrs. Barden (Upper School Media Center Specialist)**. The agreement will be kept on file in the computer lab. This form must be returned before the student is permitted to use any school computer resources.

Student Agreement:

I understand and will abide by the **ACCEPTABLE USE POLICY AGREEMENT**. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school/legal disciplinary action may be taken.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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

Parent or Guardian Agreement:

As the parent or guardian of this student I have read, understand and discussed the **ACCEPTABLE USE POLICY AGREEMENT** with my child. I understand that any violations of the agreement may result in losing computer privileges and school/legal disciplinary action.

Please Print Parent's/Guardian's Name Below:

\_\_\_\_\_

Parent's/Guardian's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_