

# Hartland Day Academy Acceptable Use Policy

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Hartland Day Academy is pleased to offer their students access to a computer network for electronic mail and the Internet. To gain access to E-mail and the Internet, the legal parent and student sign and return this form to the school.

The Internet is a powerful resource for expanding the educational experience of each student. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Unfortunately, it is true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore support the school's choosing to make the Internet available to our students. But because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

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

Students will adhere to Christian principles and will:

- be responsible and courteous in all communications
- be responsible with all computer hardware and software
- keep their passwords to themselves
- respect the confidentiality of folders, work and files of others
- learn about and observe copyright laws
- comply with the Hartland Day Academy Acceptable use policy
- students will not attempt to access or alter unauthorized areas of a computer system

Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action. Additional regulations may be applied.

# Internet access agreement

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## 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 education purposes.

I will not look or participate in anything that is illegal, dangerous, offensive or opposed to the Adventist values of this school.

If I accidentally come across something that is illegal, dangerous or offensive, I will:

clear any offensive pictures or information from my screen; and immediately, quietly, inform my teacher.

I will not reveal home addresses or phone numbers - mine or anyone else's.

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

I understand that if the school decides I have broken these 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 \_\_\_\_\_

School: HDA

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

Date \_\_\_\_\_

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## Parent or 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 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 \_\_\_\_\_ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. 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 or guardian's name \_\_\_\_\_

Parent or guardian's signature \_\_\_\_\_ Date \_\_\_\_\_