

C.S. LEWIS ACADEMY COMPUTER AND INTERNET USAGE
AGREEMENT/POLICIES

Please read this document carefully before signing the authorization form.

Computer and Internet access is available to students, faculty and staff at C.S. Lewis Academy. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. We are very pleased to provide both computers and internet access and believe the Internet offers vast, diverse, and unique resources and is a privilege from which everyone can reap tremendous rewards. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Every person desiring access must have a signed Computer and Internet Use Policy and Agreement on file to use our computers for accessing the Internet and its various services. Students, Faculty, and Staff can have access to

- Electronic mail and instant message communication with people all over the world.
- The Worldwide Web (www)
- Discussion groups on a variety of topics ranging from cultures to the environment to music to politics, etc.
- Many Library Catalogs, the Library of Congress and College/University information systems.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting morally, ethically or spiritually. CSLA has taken precautions to restrict access to many controversial materials by installing a filtering server. (Materials available on the Internet can include those of sexual behavior, violence, offensive language, etc. However, because of daily changes on a global network it is impossible to control all materials and an industrious user may discover controversial information. These materials would not likely be found accidentally while doing normal research; a user would have to intentionally look for them.) We at CSLA firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational and spiritual goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a CSLA user violates any of these provisions, he or she will be subject to school discipline which can include: disciplinary action or termination for teachers/staff, school suspension or expulsion for students, or termination of Internet account and/or denial of future use of CSLA computers. The signatures at the end of this document are legally binding and indicate the parties who signed have read the

terms and conditions carefully and understand their significance and indicate approval.

Internet - Terms and Conditions

1. **Acceptable Use** - The purpose of CSLA Internet access is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of CSLA. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any international, U.S., state regulation or school use policy is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The administration retains the right to monitor computer and network traffic to insure appropriate use of resources and compliance to policies.

2. **Privileges** - The use of CSLA computers and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The school administration will deem what is inappropriate use and their decision is final. Also, the administration may close an account at any time as required. The administration, faculty, or staff of CSLA may request the administration to deny, revoke, or suspend specific user accounts.

3. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Do not make any changes or modifications to computer programs or setups on CSLA computers or any others that are accessible through the Internet.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your last name, personal address or phone numbers, or those of other students.
- Do not use the network in such a way that you would disrupt the use of the network by other users. This includes peer-to-peer file sharing applications like Napster and large or continuous video streams. Audio streams are fine.
- Students who do not have permission to access the Internet should not be allowed to watch as you access the Internet.
- All communications and information accessible via the network should be assumed to be private property. Be polite. Do not be abusive in your messages to others.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not send hate mail, chain mail, or "mail-bombs" (multiple messages to a message forum or person's E-Mail in an attempt to be disruptive and inconvenience the recipient of the messages).

4. CSLA makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school, its operators, and any institutions with which it is affiliated will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. CSLA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. 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 school network, you **MUST** notify an administrator. This includes but is not limited to password cracking software, web-filter bypass tools, installing or running programs from any external device, and other network/user monitoring software or hardware. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual and the administration. Attempts to bypass the web-filter, install mischievous software, or logon to the network as a system administrator or faculty or staff, or attempting to evade, disable or "crack" passwords or other security provisions, will result in cancellation of user privileges, possible suspension or expulsion, and in extreme cases prosecution under the Federal Fraud & Related Activity in Connection with Computers law, 18 USC 1030 (http://www.usdoj.gov/criminal/cybercrime/1030_new.html). Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as any computer at CSLA.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the school, Internet, or any of the above listed agencies or other networks that are connected to the CSLA Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses, modifying computer programs or files, or making changes to CSLA computer setups or programs. You do **NOT** have permission to install any software programs or download and save any programs from the Internet to computers at CSLA. You do **NOT** have permission to hook up any devices to any CSLA computer or to the CSLA network, except for headphones or jump drives, which may be used only for saving work.

FOR THE PARENT OR GUARDIAN

1. Read this Computer and Internet Use Policy and Agreement.
2. Any violation of the regulations included is unethical and may constitute a criminal offense.
3. Personally discuss the agreement with your son/daughter and make them aware of the conditions and consequences of its use/misuse.
4. Understand that it is impossible for CSLA administrators, faculty and staff to monitor or restrict access to all controversial materials when students are given access to the Internet.
5. *By signing the authorization statement you release CSLA, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature which may arise from my son's/daughter's use, or inability to use this access.
6. This approval will remain in effect during this school year unless cancellation is submitted in writing by the parent/guardian or cancelled by the administration.

FOR THE STUDENT or FACULTY/STAFF

1. Read this Computer and Internet Use Policy and Agreement and agree to follow this agreement completely.
2. Do not access forbidden information, do not install any software programs, and do not change or modify any computer setups or programs belonging to CSLA or any other facility.
3. Should you commit any violation, your access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
4. Understand that general school policy and guidelines always apply.

Authorization for computer and internet usage:

Faculty/Staff: _____ or

Parent Name (Please print) _____

Parent Signature _____

Student Name (Please print) _____

Student Signature _____

**A signed copy of this form must be on file at time of enrollment or commencement of employment.*

