

## **Francis Hugh Wardlaw Academy**

### **INTERNET ACCEPTABLE USE POLICY**

All Internet users are subject to the following rules and regulations and are required to sign an Internet User Agreement.

1. **Acceptable Use** – The purpose of the school network/Internet is to support research and education in and among educational institutions in the USA and the world by providing access to unique resources and the opportunity for collaborative work. The use of the network must be in support of education and research and consistent with the educational objectives of Wardlaw Academy. This includes, but is not limited to, acknowledging copyrighted material, avoiding threatening or obscene material, respecting material protected by trade secret, and being responsible and accountable for any internet interaction.
2. **Privileges** – The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each user will participate in a training session prior to accessing the Internet. The network administrator, computer lab teacher or other teacher, and Head of School will deem what is inappropriate and may revoke privileges at any time if necessary.
3. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These will be covered in the users' training session and include, but are not limited to, the following:
  - a. Do not share your username and password.
  - b. Be polite. Do not get abusive in your messages to others.
  - c. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
  - d. Degradation or misrepresentation of the good name and reputation of Wardlaw Academy is strictly prohibited.
  - e. Illegal activities are strictly forbidden.
  - f. Do not reveal your personal address, phone number, or those of other students and classmates.
  - g. Remember that e-mail and social networking sites are not private. People who have access to any part of the e-mail transmission chain or social site have access to your information.
  - h. Use of the network in such a way that you disrupt the use of the network by others is prohibited.
  - i. All communication and information accessible via the network should be assumed to be subject to copyright law.
  - j. Wardlaw Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not assume responsibility for damages you may suffer. This includes loss of data resulting from delay, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or by errors or omissions of yours. Use of any material obtained via the Internet is at your own risk. Wardlaw Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. **Security** – Security on any computer system is high priority, especially when the system involves so many users. If you feel you can identify a security problem on the Internet or with the system, you must bring it to the attention of the network administrator or your teacher. Do not demonstrate the problem to others. Attempts to log on to the system as someone other than you will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/Internet.
5. **Vandalism** – Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as a malicious attempt to harm or destroy data of another user, the Internet, or the school, or other networks. This includes but is not limited to, the uploading of computer viruses and any physical damage to any of the equipment.

# INTERNET USER AGREEMENT

**Please read Internet Acceptable Use Policy**

**The Internet User Agreement form must be completed by all Lower School, Middle School and Upper School Students.**

Francis Hugh Wardlaw Academy has an Internet Acceptable Use Policy, which is detailed in the previous page as well as in the Handbook for Parents and Students. The handbook is located on the School's website.

The Internet Acceptable Use Policy is intended to inform parents and students of rules and procedures when using the Internet. All internet users, as well as a parent or guardian, are required to sign this Internet User Agreement after reading the policy and return it to school. Failure to sign this form does not absolve students from adhering to the rules pertaining to the Internet Acceptable Use Policy.

## **Student:**

I understand and will abide by the attached Internet Acceptable Use Policy. I further understand that any violation of the regulations will result in my network access privileges being revoked, and I will be subject to disciplinary action and possible legal action.

User's Printed Name: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

## **Parent or Guardian:**

As the parent or guardian of this student, I have read the Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. Wardlaw Academy has taken precautions to eliminate controversial material, using filtering software. However, I understand that it is impossible to restrict access to all controversial materials, and I will not hold Wardlaw Academy responsible for materials acquired over the network. Further, I accept responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to utilize the network fully.

Parent or Guardian's Printed Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_