

Important!

- ◆ Please read the attached Acceptable Use Policy (AUP) that explains the conditions for use of Viewpoint School's Internet access.
- ◆ Both the student and one parent must SIGN the form and then return it to Maria Montecer in the Upper School Office by Friday, September 4, before school begins.
- ◆ This form must be on file before a student may use the Viewpoint School Network.

Thank you.



Internet and E-Mail Acceptable Use Policy and Agreement Grades Six through Twelve

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING THE ATTACHED FORM.

Students of Viewpoint School will make use of the Internet or other online computer services as part of their course work. We are very pleased to bring this access to our students and teachers through the use of the computer labs and our laptop carts. The Internet, an electronic connection to thousands of computers and millions of people all around the world, offers them unique resources. Our goal in providing this service to teachers and students is to promote their love of learning by facilitating the sharing of resources, innovation, and communication.

Students in Grades Six - Twelve and teachers will have access to:

- Information and news from many sources such as NASA, historical sites, literary discussions, and political sites.
- ListServes on a plethora of topics ranging from Chinese culture to the environment to music to politics.
- Access to many library catalogs.
- Graphical access to the World Wide Web.

Students in Grades Seven - Twelve and teachers will also have Viewpoint School electronic mail (e-mail) communication.

With access to computers and people all over the world also comes the availability of material that has no educational value. Viewpoint School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. An industrious user may discover inappropriate information. We firmly believe that the valuable information and interaction available on the World Wide Web far outweigh the possibility that users may procure material that is not consistent with the educational goals of our school.

Internet access is coordinated through a complex association of governmental agencies, and regional and state networks. 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 assume**. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Viewpoint School student violates any of these provisions, he or she will be subject to disciplinary action.

Acceptable Use. The purpose of the backbone networks making up the Internet is to support research and education in academic institutions by providing access to unique resources and the opportunity for collaborative work. **The use of your school account must be in support of education and research, and consistent with the educational objectives of Viewpoint School.**

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or documents protected by copyright.

Viewpoint School will make reasonable efforts to protect the electronic files of every account holder. However, an account holder's files may be reviewed, collected, and/or used by Viewpoint School:

- As required by law;
- As part of normal system maintenance activities;
- When there is reason to believe an account is being used for improper or illegal purposes.

Please be aware that there is no specific "right to privacy" of any files a user might create on Viewpoint School computing equipment or place on the Viewpoint School Network. Whatever you create here or store here may be viewed by Viewpoint School personnel at any time.

Privileges. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action. The Computer Science Department, Viewpoint Faculty members, as well as the Director of Technology will deem what is inappropriate use and will make referrals to Divisional Heads. Students should realize that network use (e.g. WWW, e-mail) is logged and is subject to administrative monitoring and review at any time. Also, Viewpoint School may close an account at any time as required.

Network Etiquette and Privacy. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

BE POLITE. Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of Viewpoint School and are on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal your home address or personal phone number or the address and phone numbers of others. **Do not reveal your User Password to anyone.** You may be implicated for the actions of others if your User ID is used while infractions are committed. Providing computer access by loaning your User ID and password is prohibited.

ELECTRONIC MAIL. Electronic mail accounts will be available to students in Grades Seven - Twelve. Students in Grade Six will not have Viewpoint School e-mail accounts. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities. All files passing through the Viewpoint School network are subject to be viewed or scanned at any time by an administrator. Inappropriate messages will result in a loss of privileges.

PLAGIARISM. Be aware and wary! **Give credit where credit is due.** The concept of plagiarism is not new to students. With the advent of computer technology and the ease of using word processing tools to “cut and paste” information from a Web site or a CD-ROM, one needs to be very careful when referencing another’s work. Remember the words do not need to be identical to be considered plagiarized; rather the material can be so similar that it has obviously been copied. Plagiarism is unethical and can result in disciplinary action. If you have any doubts about the need to provide citation, provide the citation. Don’t be naïve; if you found the information on the Internet, your teacher can also find it. Always provide the correct citation by using the *Viewpoint School Middle and Upper School Citation Guide* based upon the Modern Language Association’s (MLA) manual.

DISRUPTIONS. Do not use the network in any way that would disrupt the use of the network by others. Do not access or change others’ files or computer accounts. “Instant Message” as well as “net send” functions should not be used at Viewpoint School.

Other E-mail Considerations

- Do be brief. Few people will bother to read a long message.
- Do minimize spelling errors and make sure your message is easy to understand and read.
- Do use an accurate and descriptive title for your message. Tell people what it is about before they read it.
- Do get the most appropriate audience for your message, not the widest.
- Do remember that humor and satire are very often misinterpreted in print.
- Do remember that if you post to multiple groups, specify all groups in a single message.
- Do cite references for any facts that you present.
- Do forgive the spelling and grammatical errors of others.
- Do keep signatures brief.
- Do remember that all network users are human beings. Don’t attack correspondents; persuade them with facts.
- Do post only to groups you know and in which you have a direct interest.

Security. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify your Head of School or a member of the Computer Science faculty at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system as a whole. This may mean revocation of library privileges and withdrawal from classes requiring system use.

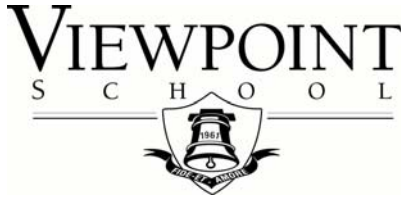
Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the proliferation or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Consequences of Misuse. Consequences of misuse include, but are not limited to:

- Suspension of access to the network;
- Revocation of access to the network;
- Suspension of computer access;
- Revocation of computer access;
- Suspension from Viewpoint School; and possibly
- Expulsion from Viewpoint School in certain circumstances;
- Legal action and prosecution by the legal authorities.

Viewpoint School Rights. Viewpoint School reserves the right to:

- Monitor all activity and all materials stored on the Viewpoint School network and individual CPUs;
- Determine whether specific uses of the Viewpoint School network are consistent with this policy;
- Remove a user’s access to the Viewpoint School network if it is determined that the user is violating this policy or otherwise engaged in inappropriate activity;
- Keep a log of Viewpoint School network use and monitor storage disk utilization by user;
- Determine what is considered appropriate use; and
- Cooperate in any investigation relating to Viewpoint School network activity.



PLEASE SIGN AND RETURN

This form **must be on file** before a student uses the Viewpoint School network in 2009-10.

Acceptable Use Policy 2009-10
Grades Six through Twelve

STUDENT NAME: _____

Please print first and last names neatly.

Please circle grade in 2009–10: Upper School: 12 11 10 9 Middle School: 8 7 6

I understand and will abide by the provisions and conditions of the Viewpoint School Acceptable Use Policy (AUP). I understand that any violations of the AUP may result in a disciplinary action, the revocation of my user account, and even legal action. I also agree to report any misuse of the information system to the Viewpoint School Faculty and/or Administration. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racist or other demeaning language, inappropriate language, and other issues described in the AUP document. All rules of conduct described in the Viewpoint School Handbooks apply when I am on the Viewpoint School network.

Required: Student Signature _____ **Date:** _____

PARENT OR GUARDIAN

Students must also have the signature of a parent or guardian who has read the Acceptable Use Policy.

As the parent or guardian of this student, I have read and reviewed this policy with my child. I understand that it is impossible for Viewpoint School to restrict access to all controversial materials, and I will not hold Viewpoint School responsible for materials that my child acquired on the network. I also agree to report any misuse of the information system to my child’s Divisional Head. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racist or other demeaning ideas, inappropriate language, and other problems described in the AUP document.

If the Viewpoint School network provides dial-up access, I will supervise my child’s use of the system when my child is accessing the system from home.

I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name: _____

Please print.

Required: Parent Signature _____ **Date:** _____