Acceptable Use Policy

The Academy of the New Church (ANC) Secondary Schools promote access to a wide range of information and computer services for academic, instructional, administrative and research purposes. All access to ANC network and computer systems is granted subject to school policies as written in the student handbook, and local, state, and federal laws. Acceptable use always is charitable, ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Guidelines

In making acceptable use of resources you must:
- Use resources only for authorized purposes
- Protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Users are permitted to use school provided technology for communicating and sharing data and files with other students, staff, and faculty for school related activities. Users are permitted to use school provided technology to communicate and share data and files with unaffiliated people and entities as long as it is related to school business.
- Users have access to Google Plus (Google +). Users are permitted to use Google Plus for school related activities, but the Google Plus account should not be used by students as a public social networking profile. Faculty and Staff may use Google plus as a public social networking profile provided they are using the service in their capacity as agents of ANCSS.
- All users are subject to Google App's terms of service.

In making acceptable use of resources you must NOT:
- Use another person's system, user ID, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.

- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to school data.
- Use school systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted materials or software, store such copies on school systems, or transmit them over school networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the school's systems or networks for personal gain; for example, by selling access to your user ID or to school systems or networks, or by performing work for profit with school resources in a manner not authorized by the school.
- Engage in any other activity that does not comply with the General Principles presented above.

Enforcement

ANC Secondary Schools consider any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on school systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action. Offenders also may be prosecuted under applicable local, state, and federal laws.

Information Disclaimer

Individuals using computer systems owned by ANC Secondary Schools do so subject to applicable laws and school policies. ANC Secondary Schools disclaim any responsibility and/or warranties for information and materials residing on non-school systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of ANC Secondary Schools, its faculty, staff, or students.

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