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ACADEMY OF THE NEW CHURCH SECONDARY SCHOOLS

Jeremy T. Irwin, Boys School Principal || Kira R. Schadegg, Girls School Principal

Acceptable Use Policy for Students

The Academy of the New Church Secondary Schools promote access to a wide range of Computer Resources for academic, instructional, administrative, and research purposes. Access to such Computer Resources (such as the network or internet access) is an integral component of education at the Academy. All access is granted subject to school policies as written in the student handbook, and applicable local, state, and federal laws. Acceptable use is always charitable, ethical, and reflects academic honesty. It demonstrates respect for intellectual property, ownership of data, device security, and freedom from intimidation and harassment.

General Guidelines

This policy applies to the use of the Academy of the New Church Secondary Schools Computer Resources. Computer Resources shall include but not be limited to the Academy's Network, Internet service, E-Mail, data storage, and shared hardware such as computers, chromebooks, ipads and printers.

In making acceptable use of Computer Resources you must:

- Use Computer Resources only for authorized purposes.
- **Respect and protect your privacy and the privacy of others.**
- Use only your assigned accounts and passwords, you are responsible for all activity on your account.
- Respect and protect the intellectual property of others. Use only what you are authorized to use.
- Treat school-provided Computer Resources, including hardware, with care.
- Remember that the use of social media is a reflection on you and our larger community.
- **Student users are permitted to use their school account for personal use**
- Users should be respectful of the available resources.
 - Be aware that bandwidth for certain types of activities is restricted by administration.
- Users have access to Google Plus (Google+). This is to be used for school purposes and not as your public social networking profile.
- All users are subject to Google App's terms of service.

In making acceptable use of Computer Resources you must NOT:

- Use another person's user ID, password, or account.
- Use Computer Resources such as e-mail or other messaging services to humiliate, harass or intimidate another person (e.g. broadcasting unsolicited messages, repeatedly sending unwanted mail, or using someone else's name or user ID). Use any media in a manner that can create an environment of hostility towards an individual or group.
- Use Computer Resources for commercial or partisan political purposes (e.g. using email to circulate advertising for products or for political candidates).

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- Abuse available Computer Resources
 - By printing excessive amounts of paper.
 - By choosing to send unnecessary mass emails.
 - By placing programs into loops.
- Engage or attempt to engage in any activity that might be purposefully harmful to systems or to any informations stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to school data.
- Make, use, store, or distribute illegal copies of copyrighted material or software.
- Use the school's Computer Resources for personal gain; for example, by performing work for profit in a manner not authorized by the school.
- Engage in any activity that does not comply with the guidelines presented herein.

Monitoring of Use of Resources

Academy of the New Church Secondary Schools reserves the right to monitor, access, search, block, copy, delete, review and disclose at any time messages or documents created, sent, stored or received on, as well as any websites visited on, any of the Computer Resources, whether accessed on site or via remote locations or via personal devices or school provided devices.

By using the Computer Resources with respect to which you have no expectation of privacy, whether accessed on site or via remote locations, you consent to *Academy of the New Church Secondary Schools*' monitoring, accessing, searching, blocking, copying, deleting, reviewing and disclosing, both real time and after the fact, any documents or messages which you create, send, store or receive on, as well as websites visited on, the Computer Resources.