



TELECOMMUNICATIONS POLICY AND USE AGREEMENT

If any parents or guardians object to their child using these school-wide Internet services, it is their responsibility to notify Washington Academy in writing.

Internet and E-mail access are available to students and teachers at Washington Academy. We are very pleased to offer this service at Washington Academy and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world comes the availability of material that may not be considered appropriate in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial materials. We at Washington Academy firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material not consistent with the educational goals of Washington Academy.

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world

TERMS AND CONDITIONS

1) **Acceptable Use** -The purpose of Washington Academy's use of the Internet is to support research and education around the world by providing access to unique resources and the opportunity for collaborative work. **The use of an account must be in support of education and research and consistent with the educational objectives of Washington Academy.** Due to the nature of the Internet, it is neither practical nor possible for the Academy to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will necessarily be required to make independent decisions and use good judgment in their use of the Internet. Parents have an obligation to participate in the decision of whether to allow their children access to the Internet and to communicate their own expectations regarding its use to their children. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any FCC or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene materials, or material protected

by trade secrets. Use for commercial activities is not allowed. Use for product advertisement or political lobbying is also prohibited.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may make a request to the administration or the system supervisors to deny, revoke, suspend, or close a user's account.

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

- a) Be polite. Do not get abusive in messages to others.
- b) Use appropriate language. Do not use profanity, obscenity, vulgarity or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal others' personal addresses, passwords, or phone numbers to anyone. It is wise not to reveal your own information as well.
- d) Note that electronic mail (e-mail) is not guaranteed to be private.
- e) Do not use the network in a way that would disrupt the use of the network for other users.
- f) All communications and information accessible via the network should be assumed to be private property.
- g) The person in whose name an account is issued is responsible at all times for its proper use. Users shall not share their passwords and are advised to change them frequently.

4) Warranties - Washington Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Washington Academy 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. Washington Academy specifically denies any responsibility for the accuracy, quality, or appropriateness 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 Internet, you must notify a system supervisor. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in the 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 Internet.

6) Vandalism - Vandalism will result in the cancellation of privileges.

Vandalism is defined as any malicious attempt to harm or destroy the hardware or data of another user, the Internet, or any of the above-listed agencies or other networks that are connected to the Washington Academy Internet backbone. This includes but is not limited to, the uploading or creation of computer viruses.

7) Users must abide by the following Acceptable Use Rules.

ACCEPTABLE USE POLICY

The network is provided for students to conduct educational research and communicate with others for educational purposes. Access to network servers is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right. Access entails responsibility. Individual users of the school computer networks are responsible for their behaviors and communications over these networks.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

SOCIAL MEDIA USE

Students must conduct themselves appropriately at all times when using social media, regardless of their location or the device being used. Any inappropriate comments, videos, memes, blogs, podcasts, etc., or otherwise hurtful remarks towards others, including inappropriate remarks towards one's age, race, or gender is prohibited.

1. Users need to continually update and delete files no longer needed. This will keep the server hard drive free for others.
2. Users are not to acknowledge or forward chain letters.
3. Users will not be allowed to bring any disks to school to download, upload or save files without teacher approval and supervision. Users are not to save files on the "C" hard drives of each machine without teacher approval.
4. Users will not be allowed to print material from the Internet or E-mail; exceptions to this rule will be information necessary for assigned research topics accompanied by a pass from the appropriate teacher requesting the research and supervised by the computer room supervisor, teacher, or librarian on duty.
5. Users may not post or transmit any copyrighted material on the Internet.
6. Users may not post or transmit any derogatory, demeaning, or defamatory communications.

7. Users may not plagiarize information accessed through the Internet. Any telecommunications information that is used must be documented.
8. Users may not utilize the Internet to access information that encourages or advocates illegal behavior or that is pornographic or obscene to minors.
9. Users may not utilize the Internet to incur financial obligations or to make purchases. Users may not utilize the Internet to incur a profit or personal financial gain.
10. Users will not be allowed to use discussion groups (chat rooms) or instant messaging systems, including ICQ, IM, Yahoo Messenger, AOL Messenger, etc. on the Internet. Exceptions to this rule will be to gather information for an assigned research topic. The user must be accompanied by a pass from the appropriate teacher requesting the research and must be supervised by the computer room supervisor, teacher, or librarian on duty.
11. Users may not download and/or install programs or software of any kind without permission from and with the supervision of a teacher/administrator. This includes, but is not limited to, music players, multimedia applications, mail programs, paging and messaging software, and telephone software.
12. Design and publication of web pages will be limited to a class project under teacher/administrator supervision.
13. These terms and conditions are campus-wide, but individual teachers may choose to restrict access to certain Internet services (not specifically mentioned here) in their classrooms if they deem that such services are disruptive or inappropriate.

RE-AFFIRMED March 17, 2018
Washington Academy Board of Trustees