

# West-Mont Christian Academy

## Computer Network and Internet Access Policy

### Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that some of these pages may include offensive and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even though a computer is equipped with filtering software, innocuous search requests may still lead to sites with offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. West-Mont Christian Academy (WCA) is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet computer network at WCA is governed by the following policy:

### Permitted Use of Internet and the WCA Computer Network

The computer network is the property of West-Mont Christian Academy and may only be used for legitimate school purposes. Users are provided access to the computer network to assist them in the performance of their school-related duties. Additionally, certain students, parents and staff (“Users”) may also be provided with access to the Internet through the computer network. All Users have a responsibility to use WCA’s computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

### Computer Network Use Limitations

**Prohibited Uses.** Without prior written permission from WCA, the school’s computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorised materials. Students, teacher and staff members may not use WCA’s Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, you may not use the computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify their teacher or school administrator immediately.

**Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.

**Communication of Trade Secrets.** Unless expressly authorized to do so, User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to WCA. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal laws.

## **Duty not to Waste or Damage Computer Resources**

**Accessing the Internet.** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to WCA's network must do so through an approved Internet firewall or other security device. Bypassing WCA's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to WCA's network.

**Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

**Virus detection.** Files obtained from sources outside WCA, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the company's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-WCA sources, without first scanning the material with WCA-approved virus checking software. If you suspect that a virus has been introduced into the WCA's network, notify the school immediately.

## **No Expectation of Privacy**

Students, parents and staff are given computers and Internet access to assist them in the performance of their school-related duties. Employees should have no expectation of privacy in anything they create, store, send or receive using WCA's computer equipment. The computer network is the property of WCA and may be used only for school purposes.

**Waiver of privacy rights.** User expressly waives any right of privacy in anything they create, store, send or receive using the company's computer equipment or Internet access. User consents to allow WCA personnel access to and review of all materials created, stored, sent or received by User through any WCA network or Internet connection.

**Monitoring of computer and Internet usage.** WCA has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

### **Blocking sites with inappropriate content.**

WCA has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

# Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of WCA's computer network. I understand that violation of this policy may result in disciplinary action, including possible student expulsion, and civil and criminal penalties.

## Registering Parent (For Grades (Pre-K – 5))

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Signature	Date
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Printed name	Elementary Student Name(s)
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## Registering Parent (For Grades 6 -12)

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Signature	Date
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Printed name	
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## Student (Grade 6-12)

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Signature	Date
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Printed name	
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## Student (Grade 6-12)

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Signature	Date
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Printed name	
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## Staff Member

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Signature	Date
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Printed name	
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