GREAT LAKES ACADEMY ACCEPTABLE USE AGREEMENT

Great Lakes Academy provides a technology enriched educational environment.
We believe that technology should be an integral part of each student's education experience. For the school year, each student will be issued a computer user account enabling students to access the schools computers and network. This account will also connect students to resources on the Internet. The following Policies and Regulations describe the school's official position regarding technology and the Internet. Students and parents/guardians of students are required to read and sign the **Great Lakes Academy Acceptable Use Agreement**. The "signature sheet" will be kept on file for the school year.
The monitoring procedures and AUP are reviewed with parent/guardian and are required to read and sign.

Acceptable Use and Etiquette: The use of Technology at Great Lakes Academy is a privilege extended to students, faculty and staff to enhance learning and exchange information. School computers must be for educational and research purposes or for use (such as e-mail) approved by school staff. Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Do not use obscene or defamatory language.
2. Do not use the network to harass, insult, or attack others.
3. The network may not be used to access or transmit offensive messages or pictures.
4. Do not give out your name, address, phone number or those of other students or colleagues.
5. Do not use another's password or share passwords.
6. Users may not trespass in someone else's folders, work or files or disrupt the use of the network by others.
7. Do not intentionally waste limited disc space, save music, make any changes to workstation settings, and do not install any software.

Vandalism of the network will result in cancellation of privileges. Vandalism is defines as any malicious attempt to harm, modify or destroy computer hardware or systems, data of another user, Internet, or any other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Security: Security on any computer system is a high priority and the responsibility of all users.
If you feel you can identify a security problem on the network, you must notify Network Administration. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives is prohibited. Data should be stored on the File server not local machines or usb drives. Sonicwall firewall protects network, open dns allows filtering of dangerous or offensive sites.

Network Administration: E-mail and any other accounts on the network are not private.
Accounts will be monitored randomly on a regular basis. Computer files are the sole property of the owner and may not be viewed without the owner's permission; however, the Network Administration may audit any network activities. All communication and information accessible via the network should not be assumed to be private property. Electronic mail (e-mail) is not private. Network administration does have access to all mail.

Encounter of Controversial Material: With access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Great Lakes Academy has taken precautions to restrict access to controversial materials. Internet activity is monitored. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. It is the user's responsibility not to initiate access to such material. If inappropriate material is encountered, it is the students' responsibility to turn off the monitor and report the information to the teacher immediately. Not adhering to these mandates may result in loss of computer use and/or suspension from school. Any decision by Great Lakes Academy to restrict access to Internet material shall not be deemed to impose any duty on Great Lakes Academy to regulate the content of material on the Internet.

Photo Release: Pictures of students and staff participating in various activities, such as, classroom celebrations, sports and learning activities will be posted on the Great Lakes Academy website.

Respect the Computer Equipment: The System is a valuable educational tool that can easily be damaged if Users are not careful. Users must act responsibly around the equipment. Users must not tamper with any of the equipment, even if they believe they are fixing a hardware problem. To reduce the possibility of introducing or spreading computer viruses, Users MAY NOT download, or install files from any other sources. Disks from home can only be used if approved by a Technology staff member.

Respect the Software Licenses: Software purchasers may not realize it, but they do not really

"own" the software they purchase. They simply obtain the right to use the software in accordance with the terms of a software license. The software license restricts the use of that software in many important respects, especially the number of computers on which the software may be installed. As a result, Users may not "borrow" software from Great Lakes Academy, even on a temporary or trial basis.

Copyright Law: Follow copyright law, patent law and licensing agreements for software programs and other data.

Respect Ownership and Authorship: It is easy to copy digital images and other information from the Internet and the electronic Encyclopedia. Users must be aware that other people may actually own this information and laws may restrict reproduction of that work even though it is widely available. For these reasons, Users should seek guidance from the Technology Staff when copying material. On a similar issue, Users may not plagiarize* other people's work. This issue is not unique to computer use; but computers make it easy for unintentional plagiarism. *(To plagiarize means to steal the language, ideas, or thoughts from another and represent them as your own original work.)

Respect Resources: Technology at Great Lakes Academy includes computers, printers and other hardware designed to meet the computing needs of students and staff. The school also provides the consumable supplies used with this equipment, such as toner cartridges and printer paper. These resources are limited and need to be used wisely. Students must get approval from the Technology staff before printing documents longer than 10 pages black and white or any color printing. The teacher must approve printing in the classroom. Only staff members (and those designated by staff) can use the scanner.

Great Lakes Academy, through a designated representative(s), reserves the right to access, read and delete any information stored on the network including documents, e-mail or other files. Individuals who do not adhere to the Acceptable Use Policy are subject to disciplinary action including but not limited to loss of computer/network access. Disciplinary action will be based upon Great Lakes Academy's policy and the applicable *Student Code of Conduct.*

This form must be signed and returned to Great Lakes Academy before an account will be initiated.

Great Lakes Academy Acceptable Use Policy
I understand that it is a privilege to use Great Lakes Academy equipment and materials
including: Computers, video microscopes, cameras, and the Internet, email, software and media materials. I promise to do the following:
1. I will use equipment and materials only as they are meant to be used.
2. I will practice common sense and responsibility when using them.
3. If misused, I will replace lost or damaged items.
4. I will not allow food or drink near any of the equipment or materials.
5. I will use the Internet and email according to my teacher's instructions and for academic purposes only.
6. I will not install any software.
7. I will not move workstations or exchange hardware.
8. I will not change any settings on the workstation.
Great Lakes Academy
Equipment and Material Use Contract
I agree to honor this contract. If I do not follow this policy, I understand that the consequences will range from not being able to use equipment or materials for a brief time, to losing the privilege for the duration of the school year.

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_____
User Name (please print)

Parent/Guardian Signature: _____ Date: _____