

COMPUTER AND INTERNET ACCEPTABLE USE POLICY
Summer 2009

Quest Academy is pleased to offer students access to computer resources and the Internet. To gain individual access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing. This contract covers all uses of computers at Quest.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange communication with other Internet users around the world. While the purposes of the school are to use Internet resources for constructive educational goals, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Quest staff will supervise access to the Internet, but it is not possible to watch every keystroke each student makes. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for Internet access.

What is expected?

Students are responsible for appropriate behavior on the school computer Internet connection just as they are in a classroom or on a school playground. Activity on the computers or on the Internet may be reviewed at any time by Quest faculty. General school rules for behavior and communications apply. It is also expected that users will comply with the specific rules set forth below. The use of the Internet and our computer systems is a *privilege*, not a right, and will be revoked if abused. To demonstrate that you have read this policy in its entirety, please cross out this sentence before you sign the agreement form. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, send or create anything that they would not want their parents or teachers to see. Furthermore, computer resources must be used in conjunction with school related projects.

What are the Rules of Appropriate Use?

These are Rules of Appropriate Use to follow to prevent the loss of network privileges at Quest.

1. Do not use a computer to harm other people or their work.
2. Do not modify system settings or damage the computers in *any* way.
3. Do not interfere with the integrity of the computer system by installing software.
4. Do not violate copyright laws.
5. Do not conduct commerce over the Internet (i.e. eBay business).
6. Do not plagiarize.¹
7. Do not view, send, or display offensive messages or pictures.
8. Do not send or check e-mail without permission.
9. Do not use Internet "chat rooms" at anytime.
10. Do not waste limited resources such as hard disk space or printing capacity.

¹ Plagiarism (submitting work as your own, when in fact it is the work of someone else without giving the author credit) is no different for electronic sources or work, except that plagiarism is simpler and more direct. Copying and pasting words, graphics, or programs from one source to another without permission and without giving due credit to the source is considered plagiarism. Turning in work done previously for another course, even though it is your work, is considered cheating.

11. Do not trespass in another's folders, work, or files.
12. Do save all work in your file folder on the network or on personal virus checked external disks.
13. Do notify an adult *and turn off the monitor immediately* if, by accident, you encounter materials that violate the rules of appropriate use.
14. BE PREPARED TO BE HELD ACCOUNTABLE for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

PARENT PERMISSION AND STUDENT AGREEMENT FORM
Summer 2009

As a parent or guardian of a student at Quest, I have read the COMPUTER AND INTERNET ACCEPTABLE USE POLICY regarding the appropriate use of computers at Quest Academy and I understand this agreement will be kept on file at the school.

___ My child may use the Internet while at school according to the rules outlined.

___ My child may use computers, but I would prefer that my child not use the Internet while at school.

Parent Name (print): _____

Parent Signature: _____

Date: _____

COMPUTER USER AGREEMENT

As a user of the Quest computer system, I agree to comply with the above stated rules and to use computer systems in a constructive manner.

Student Name (print): _____

Student Signature: _____

Date: _____

Class/Grade: _____