

# FOUNTAINVIEW ACADEMY TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

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STUDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

*Parents and students should be sure to initial on the bottom of page 1 and twice on page 2, as well as sign at the end.*

Fountainview Academy is pleased to provide network services for students, including networked academy computers and wireless internet. The network and the Internet are valuable educational tools. However, it must be understood that the Fountainview Academy email system and all network resources are the property of Fountainview Academy. Use of these systems and all resources on the Fountainview Academy network is a privilege, not a right, afforded to students of the academy. The Academy reserves the right to monitor and inspect all incoming and outgoing traffic (including email) to ensure that school policies are being maintained. The academy's systems should not be used for sensitive or personal information. Understand that no user of the Academy's network service should have a reasonable expectation of privacy in anything created, sent or received through the Academy's system.

While at Fountainview Academy, you should not expect privacy of the contents of your personal computer or other media devices including, but not limited to, cell phones, iPods, external hard-drives, or your personal files on the school's network. Personal computers and media devices will be routinely monitored, including any time the device has been off-campus. An individual search will be conducted if there is any suspicion that you have violated the Academy's policies or the law. Designated staff have the right at any time to request to see the contents of your personal computer and media devices.

The following guidelines are intended to clarify the student's responsibilities in using the Fountainview Academy network and personal media devices. In addition, the AUP (Acceptable Use Policy) outlines standards and practices designed to protect the student and help ensure that all Fountainview Academy students have access to the network resources provided by the Academy.

If you have any questions about acceptable practices or any other issues regarding the use of the Academy's network, you should contact the Information Systems Director or Student Life Director.

## GENERAL GUIDELINES

- Students may not use network resources and facilities for any purpose that may violate any applicable laws or regulations.
- Fountainview Academy maintains a firewall that records all incoming and outgoing accesses. This log is reviewed to analyze security and insure that policies are being maintained. Network administrators will investigate any suspicious or questionable activities (of which they are aware) occurring on academy computers or its network.
- Violations of the Fountainview Academy acceptable use policy will be reviewed on a case-by-case basis. **Students in violation of the policy are subject to disciplinary action by Fountainview Academy up to and including expulsion.** In addition to any disciplinary actions, students may be held financially responsible for any damage caused through the inappropriate use of the Academy's network. This includes, but is not limited to, damages to hardware, software, networking equipment, labor required to repair or replace network components, and any legal liabilities or damages.
- You shall not try to circumvent any security measures used in conjunction with the network including firewalls, password protection, hidden files and encryption.
- Students will not attempt to log on to the Fountainview network as anyone other than themselves.
- Copyright infringement (downloading of illegal copies of video/audio/image/software files) is not permitted.
- Original computer settings, such as display properties, desktop backgrounds, passwords, loaded programs, printer connectivity, etc. will not be modified on school-owned computers except as directed by a member of the technology staff or department manager.

## PERSONAL COMPUTERS/MEDIA DEVICES

- All personal computer/media device passwords must be registered with the dean. Failure to do so will result in a loss of privileges.
- All personal computers must be turned into the dean's office at specified times.
- Personal computer/media devices are not to be used for game playing.
- Software piracy is a crime and is forbidden at Fountainview Academy. Pirated software and other media will be deleted.
- Software not in harmony with the AUP is not allowed and will be confiscated and destroyed.
- Digital Movies or TV shows are not allowed and will be deleted, and the computing device confiscated.
- Personal computers/media devices may not be used or stored in a student's room without special permission.
- Use of VPN (Virtual Private Network) software is strictly prohibited.

Fountainview Academy reserves the right to search media devices for inappropriate material without notice.

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**EMAIL/INSTANT MESSAGING**

Students will be provided a *fastudent.ca* email address specifically for the transfer of school documents and homework assignments and to facilitate communication with teachers, parents, and friends. Inappropriate material may be removed by the Information Systems Director or his appointee at any time.

- Students will refrain from sending inappropriate emails, and “spamming” of any kind will not be tolerated (i.e. no bulk mailings or chain letters without explicit permission from the General Manager of Student Programs).
- The @fastudent.ca email has built-in filtering to reduce risk of exposure to inappropriate content. For this reason, no web-based email access is permitted.
- For personal security reasons, students are prohibited from visiting chat rooms and using any form of bulletin boards, forums, dating or personal networking services.
- Use of Skype, FaceTime, instant messaging, and similar programs/apps on personal devices while on campus are not permitted (authorization may be given in extenuating circumstances).

**MEDIA**

Videos/movies of any kind are NOT to be brought to school. Collectively music, books, magazines, and games are referred to as media. Satanic, pornographic, immoral, anti-Christian, and anti-authority music, books, magazines, and games are unacceptable. Media that is negative, promotes violence, includes inappropriate language, or focuses on depression and suicide also run contrary to the AUP.

**VIOLATIONS**

Confiscated media and videos/movies/music will not be returned. Questions regarding media should be directed to the Deans before bringing it to campus. Deans may check rooms, lockers, etc. from time to time, unannounced, and will confiscate inappropriate or hidden media.

Any infraction of this policy is subject to a two-step enforcement plan. Depending on the nature of the offense, it could also lead to suspension or dismissal.

1. First offence: 2 weeks total technology blackout, no tech use for any reason.
2. Second offence: 2 weeks total technology blackout, plus 2 weeks of limited tech use - only 2 hours per day for homework (7-9 pm) and one contact opportunity (email/video conference) with parents each day.
3. Additional offences will be considered on an individual basis.

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Parent Initial Student Initial

**INTERNET**

Fountainview Academy uses an industry recognized filtering program which is set up to restrict access to “undesirable” sites but it must be understood that, even with frequent updates, it is impossible to guarantee that no such material can be accessed. Staff will also monitor student use of the Internet via logs and monitoring software. Inappropriate use includes the following:

- Accessing, transmitting, downloading, distributing or storing materials considered inappropriate, offensive, threatening, abusive, defamatory, unlawful, sexually explicit, sexist, racist, discriminatory, fraudulent or disrespectful to others. Examples of these types of materials include jokes, song lyrics, or any information that relates to pornography, gambling, hate literature, criminal skills, or sexual, racial, physical, mental or religious discrimination. Additionally, students are prohibited from accessing materials from sects/cults or gaming sites.
- Intentionally or maliciously spreading viruses or otherwise using the Fountainview network/computer equipment to vandalize others’ property, including but not limited to data, websites, or servers. It is a crime to intentionally cause harm via the Internet, and the appropriate authorities will be contacted in the event that a Fountainview student violates this portion of the AUP.
- Ultimate responsibility for traffic that does not conform to this policy rests with the individual who originates or facilitates the distribution of that traffic.

If a student is found deliberately accessing inappropriate material in violation of their signed agreement, that student will lose his/her Internet access, and may additionally be dealt with by Discipline Committee.

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Parent Initial Student Initial

**PERSONAL PRIVACY**

- Do not reveal your home address, social security/insurance number, driver’s license number, or phone numbers, or those of other students, faculty, or other academy employees.

- Report to a system administrator, teacher or administrator any unsolicited email, security problems, or information that makes you uncomfortable.

**VIRUSES, HACKING, AND ILLEGAL USE**

Fountainview Academy provides virus detection software for Academy systems. You must also ensure that virus detection software has been installed on any non-Fountainview owned computer that is used to access the network.

- Downloading of software, freeware, shareware, or commercial programs to be used on the Academy network is prohibited without permission of the Information Systems Director or Department Manager.
- You should contact the Information Systems Director immediately if any virus or other harmful file is detected.
- You should never open attachments if an email message comes from an unknown source.
- Hacking is accessing any email account, computer, network, or other computer system without the permission of the owner. This is an illegal activity and is prohibited.

**PRINTING**

- Students will print only at their teachers’ discretion.
- Students will print only school-related materials.
- Students will print prudently so as to not waste paper.
- Students who abuse printing privileges will be asked to pay for excessive usage.

**RESPECT FOR HARDWARE AND SOFTWARE**

- Fountainview students will treat all computers on academy property with the utmost respect.
- Students (and their parents) will be financially responsible for any damage to school computer equipment, including but not limited to school laptops, desktops, printers, servers, switches, access points, wires, and computer furniture.
- Students will treat school software media with care and will replace any software they render unusable (i.e. break, scratch, delete).

**COMPLIANCE**

Fountainview Academy students agree to follow the guidelines set forth in this Acceptable Use Policy. Failure to adhere to this AUP may result in disciplinary action as well as loss of computer use privileges.

As a student at Fountainview Academy, I realize that I am solely responsible for my actions while connected to the Internet and will be held accountable as such. I realize the importance of upholding copyright laws while uploading, downloading, or using any software while on the network. I agree to abide by this policy as I use my personal computer and media devices and the computers and network services at Fountainview Academy. I understand that the contents of my personal computer and media devices will be monitored to ensure I am maintaining Fountainview Academy’s policies and the law.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent(s), I/we hereby agree to uphold and enforce the Fountainview Academy Acceptable Use Policy and to accept the legal and financial responsibility for my/our child’s use of Fountainview Academy network computing and information services. By signing this contract, I/we release Fountainview Academy Association, it’s Board, Administration and all other organizations related to the network from any liability or damages that may result from the use of the network and Internet connection. I/we understand that the contents of my child’s personal computer and media devices will be monitored to ensure he/she is maintaining Fountainview Academy’s policies and the law.

We hereby permit our son/daughter to:

- access the Internet according to school guidelines,
- have an @fastudent.ca email address.

By signing this agreement, we acknowledge that we have read, fully understand, and agree to comply with the Fountainview Academy Technology Acceptable Use Policy. Please note that this policy is subject to change at any time.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

If BOTH parents/guardians have not signed, please explain the legal reason: