



## HAWAIIAN MISSION ACADEMY K-12

### Internet Acceptable Use Policy (AUP)

#### For School Year 2010-2011

The schools of the Seventh-day Adventist education system are pleased to offer their students access to a computer network for electronic mail and the Internet. The Internet is a powerful resource for expanding the educational experience of each student. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Unfortunately it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore we choose to make the Internet available to our students. Since, parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege – not a right. Access entails responsibility.

Students are responsible for Christian behavior and communication on the HMA K-12 computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. HMA K-12 takes very seriously the responsibility for appropriate use of the Internet. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, HMA K-12 will not be liable and the student will forfeit computer privileges at this institution.

Before a student can take advantage of this technology, parents or guardians, as well as the student, must sign the provided form indicating their agreement to the following rules and guidelines:

- 1. Netiquette:** Commonly accepted rules of Internet etiquette should be followed at all times. This netiquette applies to personal websites created, e-mail, chatting, and any other use of the Internet. This includes, but is not limited to the following:
  - being polite in messages to others,
  - not sending or displaying offensive language, messages or pictures,
  - not harassing, insulting or attacking others via the Internet.
- 2. Privacy:** While privacy of others must be respected, note that when you access the Internet at Hawaiian Mission Academy any data sent or received is considered school property:
  - No one shall access, modify, or copy passwords or data belonging to other users.
  - All users who access the Internet via HMA's Internet service provider, should be aware that any information sent or received, including e-mail and chat messaging, is school property and should not be considered confidential and may be accessed by authorized school personnel at any time.
  - Any software, digital media or data, or computer program produced on the school's computers is considered school property.
  - School staff may review computer storage files and communications to maintain system integrity and ensure that users are using the system responsibly.
- 3. Safety:** With the power of the Internet, it is important to realize that there are those out there who will not hesitate to take advantage of unsuspecting individuals; therefore:
  - Students should not post any personal information about themselves or their colleagues on the Internet.
  - Students should never agree to meet anyone they have met online without parental approval.
  - K-8 students are not allowed to access the Internet without teacher permission.
- 4. Plagiarism/Copyright Laws:** All students must respect and obey copyright laws and licensing agreements pertaining to material entered into and obtained via the Internet as noted below:
  - Plagiarism, the taking of ideas or writings of others and presenting them as one's own is against school policy.
  - Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright (music, text, term papers, articles, news stories, etc.). All web pages unless specifically mentioned to be public domain should be considered copyrighted material.

5. **Vandalism:** Any type of vandalism is strictly prohibited, and includes, but is not limited to:
  - an attempt to modify or destroy the data of another user,
  - tampering with computer hardware, network settings, or operating system files.
  
6. **Other Prohibited Uses:** In addition to what has been listed above, the following are also prohibited:
  - Using the school's Internet access for profit or for commercial benefit.
  - File sharing (eg. Kazaa, Morpheus, WinMX, Limewire, etc.), any downloading of files or software onto school or personal computers without the express permission of the sponsoring teacher for each occurrence.
  - Using the Internet to view, purchase, or obtain any illegal items.
  - Viewing websites which promote hate crimes, violence, pornography, or any other material which does not conform to Christian principles or standards, regardless of whether content filtering software is able to block it or not.
  
7. **Consequences:** Internet usage and access is a privilege, not a right:
  - Any violations of the rules above will likely result in a loss of access and use of computers connected to the network.
  - Disciplinary action may be taken with any breach of the school rules of conduct and behavior.
  - Law enforcement agencies may become involved if appropriate (eg. hacking, illegal obtaining of software, etc.), based on the nature of the offense or infraction.

## INTERNET ACCEPTABLE USE POLICY (AUP) AGREEMENT

*(To be filled out by parent/guardian/ sponsor, and student)*

As a user of HMA K-12's computer network, I agree to comply with the above stated rules.

Print Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

**As the parent/legal guardian/sponsor of the student signing above,**

Check the appropriate choice:

\_\_\_\_\_ 1. **I grant** permission to access networked computer services such as electronic mail and the Internet.

\_\_\_\_\_ 2. **I do not grant** permission to access networked computer services such as electronic mail and the Internet.

I agree to hold Hawaiian Mission Academy, its employees, HMA School Board, Hawaii Conference of Seventh-day Adventists, its subsidiary associations, or any of the institutions or networks providing access to the Internet responsible for the performance of the system harmless for any damages due to the content of any material accessed or transmitted through it, or for any losses or damages that may occur from use or access to the school's website and/or Internet browser software.

**I have received, read, and understand the Hawaiian Mission Academy K-12's Internet AUP. I will be fully responsible for any damages that may arise by my student's violations of the HMA Internet AUP.**

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian/Sponsor Signature