



## ACCEPTABLE USE POLICY FOR COMPUTER USERS

Internet access is available to students and faculty at Donelson Christian Academy. This is a unique service that provides for academic excellence through the sharing of vast amounts of computer resources and communication tools.

To ensure the continuation of privileges available through the Internet via the school's computer network system, the following acceptable use policy (AUP) has been developed. All computer users within the school system will conform to the guidelines set forth within this policy. In addition, local, state, or federal laws may be applied relating to computer forgery, theft, and invasion of privacy, computer trespass, and destruction of property.

The Office of Information Technology (OIT) will control all accounts for Internet access

**The following definitions are provided to clarify the intent of the AUP for the Academy.**

**Internet** A network used to access libraries, journals, and other databases all over the world. Users can literally explore the world through the marvel of technology.

**Misuse** A term applied when the computer is used for a purpose other than that identified in the AUP for the Academy.

**Criminal Code** Laws that make it illegal for anyone to use the computer for any criminal act.

**Electronic-Mail ( e-mail )** a communication tool allowing the sending and receiving of messages from one computer to another.

**Netiquette** Electronic Communication Ethics, or simply, proper conduct while using the computer.

## Guidelines

Students and school personnel are to use computers in a responsible, ethical, and legal manner. Appropriate use includes:

1. Using the computer and the Internet for educational purposes, such as obtaining information needed for completing class assignments.
2. Using only the owner's files and account and keeping the password private, each owner is responsible for the activity in his or her account.
3. Observing rules of Netiquette.
4. Avoiding plagiarism by citing sources from the Internet that has been quoted.

## Users are prohibited from:

1. Engaging in any activity that violates federal, state, or local laws related to computer usage. The computer will not be used to access, copy, or distribute any pornography or sexually explicit materials.
2. Infringing on the copyright laws by using or distributing any illegal copies of copyrighted software.
3. Using profanity, obscene or offensive language, or in any way harassing other users.
4. Using the Internet for ordering any goods or services, for product advertisement, for any financial gain, or for any political activity.
5. Participating in any inappropriate chat or discussion sessions. (See Guidelines 1 & 3) And trying to obtain any material or information that may be deemed unbecoming of a DCA student.
6. Intentionally destroying or corrupting any other user's files.
7. Intentionally causing a computer to become inoperable.
8. Responding to or forwarding any unsolicited online contact or divulging your password or any personal data including name, age, home address, credit card information, or phone number.
9. **Disclosing or allowing anyone to use your password.**
10. Sending chain letters, snowballs or any similar large volume material.

## **Consequences for Policy Violations**

Any violation of these guidelines will be considered a serious offense. The Academy reserves the right to examine and copy any files or other information to determine if a student is using school system computers in violation of these guidelines. A demonstration of intent to violate policy will be treated the same as actual policy violation.

The system administrator will determine what is a violation of policy and this decision is final. Users who violate the AUP will be subject to one or more of the following consequences, depending on the nature and severity of the offense.

1. *Warning.* Verbal or written by the administrator, faculty or staff member to give a warning for a violation.

2. *Temporary loss of access privileges.*  
Students account can and will be locked until the issue is resolved.
3. *Permanent revocation of access privileges.* This may result in the student being barred from school computer use in all circumstances.  
*Note: Attempts to log into the network as a system administrator will result in permanent revocation of access privileges.*
4. *Disciplinary referral.* The incident may be referred to the Principal for school disciplinary penalties (including detentions, suspension or expulsion) for offenses falling under the guidelines outlined in the student handbook.
5. *Legal referral.* Unauthorized use of the network, copyright violations, intentional deletion of files belonging to other users, and certain other acts may constitute criminal offenses for which legal action may result.

The system administrator may close an account at any time without warning the student if adequate proof is present.