**Murrieta Springs Adventist Christian Academy**

***Acceptable Use Policy***

Murrieta Springs Adventist Christian Academy (***MSACA***) is pleased to offer access to computer networks and services including Email and Internet access, provided students honor the ***MSACA*** Acceptable Use Policy (***AUP***). We ask that you read each of the conditions below and that student and parent/guardian sign to indicate a commitment to keeping the letter and spirit of the policy. The ***MSACA*** Administration reserves the right to change, modify, add or remove portions of this ***AUP*** at any time.

**Responsibilities**

**I.A. The User has signed the MSACA Parent and Student Chromebook Contract.**

1. All use of the system must be in support of education, research, and consistent with the missions of ***MSACA***.  ***MSACA*** reserves the right to prioritize use and access to the system.

2. Any use of the network must be in conformity with state and federal laws, network provider policies and licenses, and ***MSACA*** polices. Use of the network for commercial solicitation is prohibited. Use of the network for charitable purposes must be approved in advance by ***MSACA*** Administration.

3. No use of the network shall serve to disrupt the operation of the network by others; system components including hardware of software shall not be destroyed, modified or abused in anyway.

4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

5. Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

6. Use of the system to access, store of distribute obscene or pornographic material is prohibited.

7. The user agrees:

a. Not to interfere with the function of the computer network. This includes computers, internet access or any disruption in other services;

b. Not to attempt unauthorized access to systems, networks, data, resources, or programs;

c. To respect the usage guidelines and ***AUP*** of all networks;

d. To follow all generally accepted rules on network etiquette.

8. The user agrees to respect:

a. All intellectual property right of the owners and licensors of all systems and information accessed through Internet and local networks;

b. All laws of the United States (Federal and State);

c. Copyright laws; the unauthorized installation, use, storage or distribution of copyrighted software and/or materials on the school network is prohibited;

d. The secrecy of any confidential, restricted, sensitive, or personal data discovered in using the Internet and local networks and the confidentiality of any information regarding the accounts of other users.

9. The user agrees not to use the Internet and local networks for:

a. The acquisition, creation and distribution of any material which is offensive, obscene, harassing, sexist, pornographic, racist, malicious, or slanderous, nor for any activity which may be considered unethical, immoral, or illegal;

b. Any activity for the purpose to obtain private commercial gain (This would be appropriate at home).

10. Unless ***MSACA*** authorization has the been given, the user will not subscribe to mailing lists, bulletin boards, newsgroups, chat groups, on-line computer games, or any other commercial Internet or local network services.

11. The user will not correspond through the Internet with unknown persons.

12. The user acknowledges that information which is obtained through accessing and system on the Internet and local networks may not be accurate.

13. The user understands the use of the Internet and local networks at ***MSACA*** is a privilege, not a right and inappropriate use may result in suspension or cancellation of those privileges.

14. The user understands that any violation of ***MSACA’s AUP*** could result in loss of access, personal payment of any fees incurred, and possible prosecution.

**User Expectations**

*Nothing shall be viewed or heard over the Internet and associated technologies that degrades or demeans Christian values and standards.*

As outlined below, users must abide by the following policies while using any or all computers and/or smart devices on the MSACA network system and its campus. The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Theft of school computers or software
5. Damaging computers, computer systems, and computer networks
6. Violating copyright laws
7. Using another's password
8. Intentionally wasting limited resources
9. Employing the network for commercial or personal purposes
10. Accepting updates or downloads unless given permission by **MSACA** Administration
11. Saving personal files on school hardware (each student must have a USB storage device.)
12. Social networking is prohibited, including but not limited to Facebook, Twitter, Instagram and Pinterest unless given permission by **MSACA** Administration.

**Cell Phones and Smart Devices**

The use of cell phones will be permitted before and after school, during lunch period.Cell phone usage will be permitted during class time at the teacher’s discretion. Cell phone ringers must be set to the silent mode. Any abuse of neglect of the Acceptable Use Policy may be subject to disciplinary action. The use of cell phones by students is a privilege and may be denied at any time.

1. This policy is extended to the possession and use of all portable electronic equipment including Chromebooks, iPods, iPads, Tablets, etc.
	1. Users are extended the privilege of possessing and responsibly using portable electronic equipment on school grounds or at any school-related activity.
	2. Use of these electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher.
	3. All devices should be on silent mode at all times.
	4. Collection and/or distribution of material that is considered obscene, libelous, or harassing is prohibited not only by school policy but by state and federal law. This includes but is not limited to pictures, videos, texts, posts, and emails.
	5. The use of any portable electronic device capable of taking pictures, video, and/or transmitting data in locations where students and/or staff have a reasonable expectation of privacy is prohibited at all times. These locations include but are not limited to locker rooms and rest rooms.
	6. Violations will result in the loss of access as well as other disciplinary or legal actions.

**Security**

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

2. Users should not seek information on, obtain copies of, or modify files or other data and passwords belonging to other users.

3. Communications may not be encrypted so as to avoid security review.

4. Users should change passwords regularly and avoid easily guessed passwords

**Personal Security**

1. Personal information such as addresses and telephone number should remain confidential when communicating on the network. Users should never reveal such information unless mandated by ***MSACA*** Administration and Faculty.

2. Users should never make appointments to meet people in person that they have contacted on the network without school permission.

3. Users should notify the ***MSACA*** Administration or Faculty whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

**General Use**

1. Diligent effort must be made to conserve network resources. For example, users should frequently delete Email and unused files.

2. No user should send or forward chain letters. It will be procedure for ***MSACA*** to revoke network access when this policy is violated.

3. No user should have access to the network without having a signed Acceptable Use Policy Agreement (***AUPA***) on file with the ***MSACA*** Administration.

4. Users under the age of 18 must have the approval and signature of a parent or guardian on the ***AUPA***

**Murrieta Springs Adventist Christian Academy**

***Acceptable Use Policy Agreement***

***2013-2014***

Please complete and return the agreement below to MSACA Administration. Use of any computers or network services on the ***MSACA*** campus will be prohibited until the form is received.

**As a user of the MSACA computer network, I have read and understand the terms and conditions of this agreement. I have accepted the terms.**

***Printed name of user*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***User Role*** (*circle one*) Student Staff Faculty Administration

***Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***User Signature*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Date*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As the parent or legal guardian of the user signing above, I grant permission for this user to access computer services including network, Email, and Internet access. I understand that individuals and families may be held liable for any inappropriate behavior. I understand that some materials of the Internet may be objectionable, but I accept responsibility to work with the school in guidance of Internet use, setting and conveying standards for the user to follow when selecting, sharing or exploring information and media. I understand that computers, smart devices, and associated technologies can be confiscated at any time. I understand that I may be asked to pick up my child if this policy is violated.**

***Printed name of Parent/Guardian*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Address*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***City*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***State***\_\_\_\_\_\_ ***Zip*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Home Phone*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Work Phone*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent/Guardian Signature*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As a student, staff, faculty or administrator of Murrieta Springs Adventist Christian Academy, I grant permission to Murrieta Springs Adventist Christian Academy to use my photo or school filmed activity on the MSACA website, Alumni and Development publications, or any marketing materials.**

***Signature*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent/Guardian Signature*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_