

## **WORTHINGTON CHRISTIAN SCHOOLS NETWORK/COMPUTING ACCEPTABLE USE POLICY**

The Worthington Christian School Computer Network (WCSNET) is defined as computers, both networked and standing alone, imaging equipment, on-line access, publishing software, and equipment.

WCSNET is established for the educational and professional use of WCS students, faculty, and staff. The use of the network is a privilege, not a right. WCS regulates access to and use of its computers by principles consistent with the educational mission of the school and the rules and expectations published in this handbook.

WCS students are expected to conduct themselves on the computer system in the same fashion as they do elsewhere in the community. The rules for WCSNET are fairly simple and conform to the broader rules and expectations of the school. In general, users are required to avoid actions which are illegal (libel, slander, vandalism, sexual harassment, theft, inappropriate access, copyright infringement, etc.), or unkind (personal attacks, invasion of privacy, "flames," etc.). Because the school's computer resources are not unlimited, we have also instituted other policies to preserve those resources. Compliance with this "acceptable use policy" will guarantee each student continued, productive access to the many resources available through WCSNET.

**Sharing one's USERID and password with anyone, or receiving the USERID and password of another is strictly forbidden, will be construed as making provisions to cheat, and will be treated as a violation of the honor code.\***

### ILLEGAL ACTIONS

The following are printed here as a reminder of those things which are tolerated neither by WCS or the government. Help each other avoid these things. Illegal actions include:

1. Slander and Libel - These terms are defined specifically in law. Slander is oral communication of false statements injurious to a person's reputation. Libel is a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damage a person's reputation. In effect, students must remember that material distributed through the 'Net is "public" to a degree that no other school publication or utterance is. Any such remark may be seen by millions of people and false and harmful statements will be viewed in that light.
2. Vandalism - In this case, vandalism refers to deliberate attempts to damage hardware, software, or information residing on the school network or any other computer system. Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network with a "virus," attempts at "hacking" into any of the computers using any method, or other such actions will not be tolerated. It goes without saying that any attempt to

“hack into” any part of WCSNET from a remote computer would automatically be considered vandalism.

3. Invasion of privacy - Users are entitled to a reasonable expectation of privacy for their files. No user may have access to another's files. The system administrator will access the files of users only to purge them, or in the investigation of a suspected or proven violation of school rules or expectations.
4. Theft - The network is a repository of incredible amounts of information. Much of that information has been placed there for the free use of the users. Students should treat information that is found electronically in the same way they treat information that is found in printed resources. Rules against plagiarism will be enforced. All computer and related equipment included in WCSNET is considered property of WCS. Removal of any computer components, without the permission of authorized school personnel, is strictly prohibited. Obviously, the illegal copying or storing of any software is not permitted.
5. Harassment - Students may not use WCSNET for the purpose of harassing others, either within the WCS community or on the broader Internet. Foul and abusive language, attempts to "fill" electronic mailboxes, the posting of obscene images or texts and flagrant insinuations are not an acceptable use of WCSNET. Any information posted or sent via WCSNET should be suitable for print in any of our school publications.
6. Inappropriate Access - Students may not use the WCSNET to access inappropriate materials found on the Internet. WCS will make every effort to block inappropriate sites by using software designed for that purpose. There is no software available that offers 100% protection from inappropriate materials: therefore, students must exercise responsibility and integrity when using on-line services. As a general guideline, if you would not want a teacher or parent to see what you are seeing it should be considered “inappropriate.”
7. **Copyright Infringement – Students are reminded to respect all Copyrights for materials that are accessed on the Internet from WCSNET. Students should not download or copy major portions of Web Site materials (text, photos, music, etc.) accessed on the Internet from WCSNET computers unless the Internet material is clearly identified as Public Domain, or unless the student contacts the author of the Web Site materials and receives explicit permission to use the materials. Popular Web Sites such as Napster, Audio Galaxy, and the Morpheus peer-to-peer network, etc. that knowingly encourage copyright infringements and violations, should not be accessed from WCSNET.**
8. Chain Letters and Other "Spreading" schemes - Whether in e-mail or in Usenet newsgroups, chain letters, pyramid schemes, forwarding or replying to

"contests," "fast cash" schemes, mass cross-postings, and uninvited mass mailings are all highly wasteful of network resources and not allowed on any part of WCSNET.

#### PRESERVATION OF RESOURCES

1. Because disk drives and bandwidth across lines which connect our network both internally and externally are limited, neither programs or information may be stored on the system without the permission of the system administrator. Students are not allowed to download and play or download and save music files from Internet Web sites due to issues with network performance, computer drive space constraints, and copyright infringement issues.
2. Each student is permitted reasonable space to store personal files, mandated by the system file quotas. These files **are not private** and can be accessed by the systems administrators at any time. The school reserves the right to require the purging of files in order to regain disk space. Limited space forbids the storing of music, video, and graphics files unless they are being specifically used for an assignment. Such files should be deleted as soon as the project is completed.
3. Because of the demand for resources students may not access their personal email or personal weblogs or blogs (including social networking sites like MySpace and Facebook) while logged on to any part of WCSNET. Students may not access their personal home computers or the computers belonging to friends through any part of WCSNET.
4. To safeguard and preserve Internet bandwidth response time and performance for everyone on WCSNET, students may not access Web Sites that utilize high-bandwidth Web tools and data traffic, such as Web Sites that use streaming video or audio, robust Flash sites, etc.
5. Users, whose need for a resource is more pressing, have priority. Generally the following hierarchy will prevail in governing access to the Internet.
  1. Class work, assigned and supervised by a faculty member
  2. Class work, specifically assigned but individually conducted
  3. Training (use of such programs as typing tutors, etc.)
  4. Personal discovery ("surfing the net") (but please, no game playing)

Thank you for your help and cooperation in the safe, effective, frugal and moral use of the technology that has been provided for us through the gifts and offerings of the people of the Grace Brethren Church and other friends of Worthington Christian Schools.