

# Technology Acceptable Use Policy (AUP)

(Middle/Upper School Student-version)

The King's Academy continues to strive to update technology. With technology comes responsibility. The King's Academy provides equipment along with software to ensure student exposure to technology. This technology is a privilege, not a right. This privilege will be taken away from those who do not comply with the following policy. This policy affects not only school computers, but also software, the school network (including Headmaster) and any personal laptops.

1. No food or drink in or around computer equipment.
2. Stay in assigned seats, if assigned.
3. No opening, changing, or deleting any computer or network files other than the student's:  
Examples (but not limited to)
  - Another student's / teacher's files or folders
  - Desktop (background) theme
  - Icons (shortcuts) – the names or pictures
  - Mouse pointers
  - Display settings (under control panel)
  - Screen saver
4. Students must have staff supervision to use any computer on campus including: lab computers, mobile lab laptops, school-issued laptops, teacher office computers, and personal laptops.
5. Students must have permission to use the internet.
6. No internet games, email, or chat rooms allowed, unless permission is given by staff for educational purposes.
7. No inappropriate sites from the internet. (including Myspace and Facebook) If a student is not sure if a site is inappropriate, the site should not be used, or the student should obtain guidance from a staff member on whether to use the site.
8. Report any problems to a staff member.
9. All student computer files (including personal laptops) are subject to review by administration. Any inappropriate files will be subject to discipline by administration.
10. Keep any user ID's and passwords confidential.
11. The US Copyright law must be upheld. The "Fair Use" clause gives students some flexibility in academic purposes, however, the student should obtain guidelines from his/her teacher. Plagiarism must be avoided.
12. Students are not allowed to post any personal identification.
13. Destruction whether internal (such as downloading viruses, corruption of files, etc) or external will be denoted as vandalism.

The King's Academy will monitor student activities on computers and will utilize technology protection on all computers during student use. Any violation of the policy may result in one or more of the following consequences: suspension of computer use, payment for damages or repairs, consequences as listed in the TKA Handbook, or civil or criminal liability.

By signing below, I have read, understand, and agree to uphold the above policy.

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

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

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

Parent Name: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_