



New Jersey Conference of Seventh-day Adventists Acceptable Use Policy for the Internet, Computer, & Other Technology Media

1. Purpose

At Tranquility Adventist School (TAS) we understand that access to technology gives students greater opportunities to learn, engage, communicate, and develop 21st century skills. With that purpose, we provide access to technologies for students. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies.

- a. The TAS network is intended for educational purposes.
- b. All activity over the network may be monitored and saved.
- c. Access to the internet over the network may be restricted according with our policies.
- d. Students are expected to follow the same rules of respect online as offline.
- e. Misuse of school technology and resources can result in disciplinary action.
- f. TAS makes a reasonable effort to ensure student safety and online security but will not be held accountable for any harm or damages that result from its use.
- g. Any user should inform a staff immediately with concerns regarding safety and security.
- h. Cyber bullying and illegal activity are strictly prohibited.

Use of these resources is a privilege, not a right, and permission to use may be revoked at any time. Use of these resources is available to authorized users only.

2. Definitions

21st century skills – skills that help students thrive in today's world which include collaboration, digital literacy, critical thinking, problem-solving.

Acceptable Use Policy (AUP) – set of rules and guidelines for using the school network, and technologies.

e-mail – message sent electronically through the computer.

Internet – a global computer network that provides information and communication capabilities.

Netiquette – The use of internet, network resources and online sites in a courteous and respectful manner.

Network – shared digital connection.

Plagiarism – Use of content that is not original including words and images from the internet without citing the original creator.

Search engine – a program that searches and identifies items using keywords specified by user to find websites on the world wide web.

Social media – websites and applications that users can create and share content, which includes blogs, video hosting sites (YouTube), Instant Messaging, social networking sites (Facebook, Instagram, Snapchat)

Technology – any equipment used for the purpose of education in school.



Website – a location connected to the internet that has one or more pages on the world wide web (www).

World Wide Web (WWW) – an information system on the internet that allows documents to be connected to other documents using hypertext links, and allowing user to search and move from one document to another.

3. Acceptable Use Policy (AUP)

The use of all technologies are provided as a privilege to the user and this Acceptable Use Policy provides the school's expectations and the responsibilities of the user. This applies to students using school technology. It includes all school-owned technology both on and off school grounds, accessing school accounts from home using personal devices and the use of school network.

4. Internet

TAS provides access to the internet including websites, resources, and online tools. There are networked devices accessible to students in school with restrictions according to school policies. Web browsing and activity may be monitored and saved. Students will receive guidance and instruction on internet safety and appropriate online use and behavior.

5. E-mail

TAS provides an email account for educational purposes and communication. Personal information should not be sent via email and unknown emails and files should not be opened. All communication via e-mail should follow the same respectful guidelines and school code of conduct. Email usage may be monitored and saved. School email is only to be used for school technology resources.

6. Social Media

Social media is to be used only for educational purposes in school with teacher permission and guidance using school provided account. School code of conduct and policies are to be followed. Students should not have access to teachers and staff personal accounts.

7. Acceptable Use

- Do use the network in accordance with the school's code of conduct.
- Do use the network only for school-related activities.
- Do use netiquette, be courteous and respectful in your messages to others.
- Do encourage positive, constructive discussion when allowed to use technology for collaboration.
- Do cite the sources of information properly, when using online sites and resources.
- Do alert a teacher or staff member if you see any inappropriate or harmful content online.
- Do use the technology with care and caution.
- Do help to protect the safety and security of yourself and others.
- Do acknowledge that the use of technology is a privilege.

8. Unacceptable Use



- Do not use school technology in an inappropriate manner. Use of these resources must comply with Christian standards as set forth in the student handbook and Columbia Union Code.
- Do not try to find, send or receive inappropriate content online. This includes, but is not limited to, receiving or sending of pornographic, violent, or obscene text, graphics, video or audio materials, or access to these types of Internet sites.
- Do not misuse school technology equipment.
- Do not engage in cyberbullying, or disrespect towards others including sending or creating hateful, discriminatory, offensive, or harmful communication.
- Do not use inappropriate language that you wouldn't use in the classroom when communicating online.
- Do not try to hack the safety measures and filters established by the school.
- Do not try to gain unauthorized access (hack) to resources or other's accounts. All users are expected to respect the privacy of other users.
- Do not access personal accounts while on school grounds or during school events.
- Do not plagiarize online information.
- Do not try to impersonate someone online.
- Do not disrupt the work of others.
- Do not copy, distribute, or share copyrighted materials without written permission.
- Do not access unauthorized websites, games, files or media.
- Do not post or communicate personal information about yourself or others.
- Do not engage in communication with anyone unknown or attempt to meet in person.
- Do not engage in illegal activity.

9. Consequences of violating this Acceptable Use Policy

May Include:

- a. Temporary or permanent suspension of technology and/or computer privileges.
- b. Parent communication of student's misuse and/or violation.
- c. Disciplinary action which could include suspension from school activities, school, and/or expulsion.
- d. Any suspected illegal activity will be reported to authorities.

ACKNOWLEDGEMENT & CONSENT

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use school-networked technology and/or devices. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet, computer and other technology media.

Parent Signature _____ Date _____

Name of Student _____ Grade _____