

## **FOOTHILLS ACADEMY COMPUTER USE POLICY**

Each student, along with his/her parent/guardian is asked to sign a Computer Acceptable Use Agreement upon enrollment each year. The points covered in that document are listed below:

1. The use of all computers on campus (both school-owned and student-owned) is for academic, teacher-driven purposes only. Student-owned and school-owned computers are not to be used for entertainment or any other non-school related activity.
2. No programs may be loaded into a school-owned computer. Non-executable files, such as word-processed reports, digital photos, graphics, sound files or CAD models are OK.
3. Use of Foothills' system for commercial purposes, or subscription to online services, requires prior written approval of the Director or Associate Director.
4. Students will not use computers or the network to access inappropriate content. Some examples of inappropriate content are: illegal drugs; pornography; games; and non-academic videos.
5. Work can be stored securely by saving it in the student's online directory (X-drive). Work left anywhere else will be deleted. Students who wish to save their work after working on one of the school-owned laptops must save that work to a portable USB flash drive. Otherwise, students should e-mail their work to a home-accessible free e-mail account (such as Yahoo or G-mail).
6. Foothills does not provide nor pay for a student email account; students are urged to obtain a web email account through a free provider if they do not already have one.
7. Privacy of other students' work should be respected, as well as their right to a quiet work environment.
8. If work requires audio output, student-owned headphones are permitted. Students who do not know how to connect them to the computer should ask for assistance.
9. Report any computer or network malfunction immediately to the teacher present. Students should not try to fix such problems themselves.
10. Students should not give out their passwords. Students are responsible for what happens in their personal account, even if someone else is using it.
11. Students bringing their own computers must maintain a virus-free, spyware-free system prior to any connection to the school network. As a guideline, this means having a current anti-virus software subscription, and installing operating system updates regularly. A virus scan and spyware scan should be performed on student-owned computers at least once per week. Student-owned systems that are found to be infected or not maintained properly may have connection privileges revoked; further, they may be prohibited from bringing the computer to campus until the system is sufficiently cleaned.
12. All users should minimize the usage of programs which require large amounts of memory or bandwidth, such as audio or video media, although from time to time these programs may be incorporated as part of an approved academic activity.
13. When they are not required to use computers in class, students may store their own computers in their lockers. If students are unable to do so because the computer could be damaged (from exposure to excessive temperatures), they may carry their computers to each class, keeping them turned off and completely put away when not being used for classroom instruction.
14. The responsibility for maintaining student-owned computers rests entirely with the student, including maintaining proper software, connection settings, and having sufficient power. Depending on how often the computers are being used, it may be advisable for students to bring a spare, fully-charged battery for their own computers.
15. All use of Foothills Academy computers and networks will be monitored by the administration for compliance with these rules.
16. Any attempts to breach security, firewalls, passwords, logins or use of the network in a manner not intended by Foothills Academy is cause for suspension or expulsion.
17. Failure to abide by any of the rules, whether stated or implied, can result in disabling student's login account, loss of computer privileges, and possible further disciplinary action.
18. These rules do not represent a complete list of acceptable and unacceptable practices. Foothills Academy trusts each user, directed by sound judgment, will use its information technology in an ethical and appropriate manner.
19. The responsibility for making determinations concerning appropriate use of information technology rests entirely with the administration, faculty, and staff.