

Dalat School

Acceptable Use Policy

Philosophy and Policies for Internet Use

Philosophy

Dalat School's educational technology program is a means of preparing and enabling our students to meet the goals of our Educational Mission Statement. The mission of Dalat School is, in brief, to:

prepare young people to live fully for God in a rapidly changing world, enabling them to understand, evaluate, and reconcile that world to the foundation of God's unchanging values.

That means we are striving to provide technical support and necessary skills for our students to be good stewards of the creation: providing them with the tools for effective communication, data management (acquisition and analysis), and problem solving. These skills will continue to increase in importance in the world to which God has called most of them to minister. We want them to leave Dalat equipped to be effective and discerning God-focused world changers.

We are constantly working to integrate technology into the curriculum, but we also want students to learn the skills and content related to using technology itself. In both areas, the curriculum as a whole, and specifically in the area of technology, we want our students to see the necessity of building upon the foundation of God's Word. Our underlying assumption is that God has provided a creation and called us to understand and manage it responsibly and redemptively. Technology and the values and skills required to use it appropriately can be a means of doing that. Our responsibility as Christians is to discerningly use what God has provided, and in the using encourage others to do likewise.

General Policy

In support of our mission to prepare young people for the manifold ministries of Christ and his Church, Dalat School makes available computing and Internet resources including E-mail, World Wide Web (WWW), FTP, Telnet and other tools which may be used by its students, faculty and staff. The use of these resources is a non-transferable privilege, not a right arising from membership in the school community.

The computing and Internet resources at Dalat School, administered by the Educational Technology Coordinator and Computer Teacher(s), under the direction of the Principal, Residence Supervisor, and Director of Dalat School, are to be used to promote education and learning and to carry out the administrative services of the school. The school reserves the right to change its use policy and procedures at any time.

Usage of Dalat School's computing resources is governed by Malaysian laws as well as the school's own behavioral standards expressed in its community standards, policies, and procedures. The same principles that apply to the use of video, music and other forms of media, apply to use of educational technology (see Student and Residence Life Handbooks). It is the responsibility of each user to know and to comply with applicable laws, standards, policies and procedures.

The following information is to help the user understand what is acceptable use, what is unacceptable use, and further, the user's responsibilities, and the consequences of misuse.

Acceptable Use

The following represents a guide to acceptable use of computing and related resources. It is not intended to identify all acceptable uses, but to indicate those uses which are clearly consistent with the purposes of the Dalat Educational Mission Statement.

- Educational, academic and professional activities of faculty, students, and staff relevant to the school.
- The official work of offices, departments, recognized campus organizations, and other constituencies of Dalat School.

Acceptable use always includes:

- Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions.
- Respect for intellectual property rights as legally protected by copyright and license to programs and data as well as contractual obligations.
- Respect for the integrity of the computing system. Questions as to what is or is not an acceptable use should be directed first to the Educational Technology Coordinator. The Principals, Residence Supervisor, or Director may at any time decide whether or not a particular use is or is not consistent with the purposes of the school's computing system and is therefore acceptable or unacceptable.

Unacceptable Use

The following list characterizes unacceptable use. It is not intended to identify all unacceptable uses, but to indicate the types of uses that are clearly inconsistent with the purposes of these resources at Dalat School. Such use is subject to remedial action.

- Commercial purposes of any type without prior written approval of the Principal(s), Residence Supervisor, or Director.
- Transferring use to another individual or organization.
- Violation of the privacy of another user.
- Violation of copyrights, software license agreement, and/or patent protections.
- Unauthorized use of computer accounts, access codes and/or passwords assigned to/by others.
- Disruption or unauthorized monitoring of electronic communications.
- Libeling and/or slandering others.
- Unsolicited advertising.
- Electronic eavesdropping on communication facilities.
- *Use of E-mail, talk, or other programs as pranks or in a threatening or harassing manner.
- Posting on electronic bulletin boards anything which violates a Dalat School standard.
- Use for the purpose of promoting or procuring pornography.
- Using electronic mail for unauthorized fund-raising.
- Creating, sending, and/or forwarding electronic chain letters.

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- Use of visuals and sounds that may be offensive and/or disruptive to others.
- Academic dishonesty (plagiarism, cheating, et.al.).
- Unnecessarily impeding the computing activities of others.
- Violation of computer system security.
- Destruction of or damage to equipment, software or data belonging to the school or others.
- Harassment of others.
- Attempt to gain unauthorized access, whether successful or not.
- Any violation of Malaysian laws.
- Misrepresenting your identity and/or account in any matter.
- Creating and/or willfully disseminating computer viruses.
- Game playing, except as permitted by lab supervisors.

All unacceptable uses are also a violation of your responsibilities as a user.

User Responsibilities

By using the school's computing and Internet resources you are agreeing, as a condition of use, to accept personal responsibility for considerate, ethical and responsible behavior in your use of the available resources.

- You are responsible to use the resources only for the purposes identified in your account application.
- You are responsible to use the resources in compliance with applicable laws and school standards, policies and procedures. It is your responsibility to determine what restrictions apply and to review the school's on-line policies and procedures which will be updated continually. The school's statements of community standards are found in the Student Handbook and the Residence Life Handbook, and the Dalat School Policies and Procedures Manual.
- You are responsible to use the resources with sensitivity to the rights of others. It is your responsibility to avoid intrusions into the privacy of others and/or to avoid creating an atmosphere of discomfort or harassment for others.
- You are responsible for the security of your account. It is your responsibility to protect your account with a password (where applicable) which will protect it from unauthorized use and to change that password as frequently as you think necessary. If you discover that someone has made an unauthorized use of your account, you are to report the intrusion to the ETC and to change your password. The school assumes no responsibility for the security of your account.
- You are responsible to make any back-ups of electronically stored data that you have created or maintain. The school assumes no responsibility for lost or corrupted data.
- You are responsible to report any weakness you discover in the security of the computing resources to the ETC. You are not to explore a weakness on your own as this may be interpreted as intentionally tampering with the school's computing resources and be treated as a violation of criminal law. If you wish to assist in resolving a security weakness in the system, you should contact the ETC for authority to act and for further instruction.

- You are responsible to clearly and accurately identify any on-line communication including messages, sentiments and declarations as coming from you. If you are acting as the authorized agent of a school group, the communication must be identified as coming from the group.
- You are responsible to take steps to avoid being a victim or an unwitting distributor of computer viruses or other destructive computer programs. The school assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs.

Consequences of Misuse

Misuse of school computing and Internet resources may result in one or more of the following consequences, which may be implemented at the discretion of the Educational Technology Coordinator. Appeals may be addressed to the relevant Principal and to the Residence Supervisor:

1. A written warning to the misuser.
2. A restriction on use privileges for a specific period of time.
3. A revocation of all use privileges for a specific period of time.
4. Implementation of the school's procedures for responding to alleged violations of community standards which could result in suspension or expulsion from the school and/or termination of employment by the school.
5. Financial restitution to the school for funds owed and/or expended because of misuse.
6. Referral to civil authorities for prosecution.

Warnings

- The school reserves the right to monitor and record user activities without notice upon learning of possible unacceptable use and/or violation of the user's responsibilities. The school may provide the results of such monitoring to appropriate civil authorities. The school reserves all rights to suspend accounts, use and/or access to the resources pending evaluation of a use and/or remedial action.
- Users should be aware that electronic files are not necessarily secure and that E-mail is extremely vulnerable to unauthorized access and modification. Therefore, the school does not assume responsibility for the confidentiality of a user's files.
- Some of the resources available through the Internet may inadvertently contain objectionable material and/or potentially offensive material. The school neither assumes responsibility for the content of those resources unrelated to the school and over which it has no control, nor endorses any of their contents.

Resources: *Bellevue Christian School Technology Plan (1994)*, Fuller Theological Seminary's *Acceptable Use Policy (1995)*, and *Classroom Computing's* "Frequently Asked Questions and Sample AUP"