

Arlington Classics Academy

Technology Acceptable Use Policy

ACA provides students and employees with extensive technology resources, including computing facilities, local area networks, Internet access, and email addresses. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication within our own community and around the world.

As a member of the ACA community, I agree to follow School rules and commit to the School's values. To maintain these values as related to technology, we must all agree to support the needs of ACA even if they may conflict with one's personal desires.

ACA Technology Ownership

- ACA owns all systems, software, and e-mail addresses. Content created with the School's technology tools and saved on the School network is the property of the School.
- Computer resources at ACA are a limited resource and are reserved for educational and school-related business.
- If I leave the School community, I may make and take copies of anything I have created. However, this content can continue to be used by the School for educational purposes.

My Use of School Computing Resources

- I will help to create a positive atmosphere by allowing those engaged in academic work priority use of the computers.
- I will respect the work and privacy of others throughout the ACA network.
- I will use my applications, e-mail accounts, and ACA network space appropriately for school-related activities.
- I will not save or install files and/or software on School equipment without the authorization of the Technology Coordinator.
- I will not use ACA technology resources for commercial activity, for seeking monetary gain, or for political purposes.

System Security

- I will log on to the network only as myself.
- I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use my account.
- I will immediately notify a faculty or staff member if I have identified a possible security problem.
- I will not intentionally introduce a virus or other harmful code anywhere on the ACA network.
- I know that any electronic devices brought on this campus are subject to search without notice or warning. I will refrain from using any device or software that masks my use of the school resources. This includes but is not limited to anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures.

Use of ACA Content or School Information on Non-ACA Websites

- Content about ACA anywhere on the internet should observe all aspects of the School's Acceptable Use Policy.
- Official School files or documents are not to be posted on non-ACA sites.
- Individuals who post content on internet sites away from ACA should not present content as if it represents any official views of ACA.
- The official ACA website represents the School. No representation of ACA should be made on any other website.

Intellectual Property and Privacy

- I will not copy or transfer any copyrighted software to or from computers on the ACA School network without the permission of the technology staff in my building. This includes but is not limited to web browsers, MP3 players, and games.
- I will not plagiarize words or phrases that I find in books, on the Internet, on CD ROMs, or on other online resources.
- I will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
- I should have no expectation of privacy when I use online resources since materials are owned by the site and can be redistributed without an author's permission. I should check each site's privacy and security policies carefully before posting or adding content I may not wish viewed by others presently or in the future.
- I will not repost a message sent to me privately without the permission of the person who sent the message.
- I will not post private or false information about another person.

Inappropriate Language and Harassment

- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on any and all uses of computers at ACA, whether in public or private messages.
- I will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

I understand the following:

- I continuously represent ACA whenever and wherever I use school computing resources, even if I am using these resources away from or outside of the School's network.
- I may be held responsible for any on-line behavior or content that connects me to the School or implicates the School in that behavior.
- If I knowingly enable others to violate these rules, I may lose my School network, email, or internet access.
- ACA has software and systems in place that monitors and records all activities and traffic on the School computing resources. I should expect only limited privacy in the contents of my personal files on the School network.
- Tampering with ACA technology tools or another person's work is unacceptable, and I could lose all rights to use computers at the School, including my user account and network access.
- Violations of the ACA policy including social media policy and AUP are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion (or termination for employees).
- Any equipment, including technology equipment, a student uses is the responsibility of the student and the student may be responsible for the cost of damage or replacement if the student is found to be negligent in its care.
- ACA makes no guarantee that the services provided will be error-free or without defect. The School will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service.

Parent Permission Form and User Agreement	
I have read, understood, explained, and discussed the Acceptable Use Policy to my child.	
Student Name:	Date:
Name of Parent/Guardian:	
I have ready the Acceptable Use Policy and discussed it with my parent(s) / guardian(s).	
Student's Full Name:	Date: