

STUDENT GUIDELINES FOR ACCEPTABLE USE OF Samoa

Primary School Computer Lab

*Each student and his or her parent(s)/guardian(s) must sign the SPS Computer Lab Waiver Form before being granted access to the SPS Computer Lab. **Please read this document carefully before signing.***

For the purpose of this policy, the term “SPS Computer Lab” includes all computer hardware/software and networks owned or operated by Samoa Primary School. “Use” of the SPS Computer Lab shall include use of, or obtaining access to, the SPS Computer Lab from any computer terminal or attached network device.

A. Acceptable Use

All use of the SPS Computer Lab shall be consistent with Samoa Primary School’s goal of promoting educational excellence by facilitating technological competence, innovation and communication.

B. Network Etiquette

In addition to using the SPS Computer Lab strictly for educational pursuits, authorised users will be expected to follow generally accepted **Rules of Network Etiquette**. These include, but are not limited to, the following:

1. Be polite. Do not become abusive when communicating with others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload, install, copy, access, or otherwise make available any content that is unlawful, dangerous or may cause a security risk or be considered offensive or inappropriate by the SPS Computer Lab administrators and staff.
6. Respect SPS Computer lab assets by using them in the approved manner only.

C. Privileges

Access to the SPS Computer Lab is provided as a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Lab administrator will make recommendations to the school principals regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time; his or her decision is final.

Students have no expectation of privacy in their use of the SPS Computer Lab. The Lab, including all information and documentation contained therein is the property of Samoa Primary School, except as otherwise provided by law. The District has the right to access, review, copy, delete, or disclose (as allowed by law) any activities carried out in the SPS Computer Lab. Samoa Primary School has the right to, and does, monitor use of the Lab by students and to determine whether the use is consistent with the standards of acceptable use defined by the school.

D. Unacceptable Use

The user is responsible for his or her actions and activities involving the SPS Computer Lab. Unacceptable use of the Lab is prohibited. Examples of “Unacceptable Use” include, but are not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any Samoan Laws.
2. Downloading or installing software to or from the Lab without authorization from the Lab administrator;
3. Unauthorized or non-educational use of games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers or political lobbying;
4. Downloading copyrighted material for other than educational use;
5. Using the network for commercial or private advertising;
6. Using the network for commercial or private financial gain;
7. Gaining unauthorized access to or vandalizing data, files or resources;
8. Invading the privacy of others;
9. Using another individual’s account or password;
10. Disrupting the educational process or interfering with the rights of others at any time, either during school days or after school hours;
11. Posting material authored or created by another without his or her consent;
12. Posting anonymous messages or any unapproved messages;
13. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. Should a user inadvertently access such material he or she must report it to a school official or the lab administrator; and
14. Using the network while privileges are suspended or revoked.

E. Vandalism

Vandalism or attempted vandalism to the SPS Computer Lab is prohibited and will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy property and includes, but is not limited to:

1. Physical damage to equipment;
2. Erasing or modifying software programs, system folders, or data files;
3. Downloading, uploading, or creating computer viruses.

Damage resulting from acts of vandalism will be assessed by Samoa Primary School and restitution may be required from parents and/or guardians.

F. Consequences for Violations

A student who engages in any of the prohibited acts listed above shall be subject to discipline which may include, but is not limited to:

1. Suspension or revocation of Lab privileges;
2. Suspension or expulsion from school; and
3. Legal action (in appropriate cases).

The Lab Administrator and Principals will review each offense on a case-by-case basis and their decision is final.

H. Websites

Unless otherwise allowed by law, SPS Websites shall not display photographs, information about, or works of students without written parental permission. Any website created by a student using the SPS Computer Labs must be an authorized activity. All content, including links, of any website created by a student using the SPS Computer Labs must receive prior approval by the school principals. All contents of a website created by a student using the SPS Computer Lab must conform with these Acceptable Use Guidelines.

I. Security

Network security is a high priority. Keep your username and password confidential and do not use another individual's account without permission from that individual. No unauthorized personal equipment will be allowed onto the SPS Computer Lab. A user who becomes aware of any security risk or misuse of the Lab must immediately notify a teacher, administrator or other staff member. Do not demonstrate the problem to other users. Any user identified as a security risk may be denied access to the network.

J. Disclaimer

Samoa Primary School makes no warranties of any kind, whether expressed or implied, for the service it is providing. SPS is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions. Use of any information obtained via the Lab is at the user's own risk. SPS is not responsible for the accuracy or quality of information obtained through the Lab. SPS is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

K. Indemnification

The user agrees to indemnify Samoa Primary School for any losses, costs, or damages, including reasonable attorney fees, incurred by Samoa Primary relating to, or arising out of any breach of this *Authorization*.