



Internet Use/Computer Use Agreement

(Local Classroom Access and school affiliated offsite web use)

The use of the Internet at the New Horizons Regional Education Centers is a very special privilege. It is the result of a tremendous investment of time, money, and commitment by the staff of New Horizons. The use of computer technology for educational purposes is an integral part of the mission of the New Horizons Regional Education Centers

Students are expected to follow all guidelines stated below as well as any, which may be given by the staff. Students are also expected to realize that the opportunity to use the network and the New Horizons' facilities carries with it the responsibility of using the computer hardware, software, and the Internet in a responsible and ethical manner. Furthermore, students should realize that network use and content (e.g. WWW, email, etc.) is logged and is subject to administrative monitoring/review at any time. There is no right to or expectation of privacy when using the New Horizon's network or resources. The computer network is provided to support the educational efforts of New Horizons. Use of the computer system for any activity not approved by the New Horizons staff is prohibited. Any actions that might harm the computer equipment or software, impair its effective use, or show disregard for the proper procedures set up for network access (including items 1 - 14 below) will **NOT** be tolerated and may result in one or more of the following: locking the student's account, suspending the student, or **removal** of the student from New Horizons programs.

- 1) Before use, all students must attend a presentation on the aspects of security and ethics involved in using the New Horizons network ("HorizonNet").
- 2) Students may not allow others to use their account name and/or their password. Students who violate this rule will immediately lose all network computer access and risk expulsion from their class.
- 3) Students may not play computer or video games at any time (including after-school hours and in the evening or weekends), this includes computers/laptops brought from outside the school while on school grounds. Use of Internet games, MUDs (Multi User Dungeons), IRCs (Internet Relay Chats) and instant messaging are not allowed. Computers or other network connected devices may not be brought on school property or connected to the network unless their instructor is participating in a **BYOD** (bring your own device) session as part of the classroom instructional program. Such devices and computers will be temporarily confiscated if these activities occur. If the instructor is using a **BYOD** segment, then additional forms will be disturbed by them and must be signed and returned to that instructor before the use of such devices.
- 4) Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. "hacking") is prohibited.
- 5) Only files and software approved by the staff may be downloaded or placed onto our computers and servers. Email and any other form of electronic communication may be sent and received **only** through our **New Horizons mail** software.

Use of online mail services such as Hotmail™, AOL Instant Messenger™ (AIM), Yahoo mail™, Yahoo Friends and Family™, or any other mail client, chat, instant messaging program, social networking service or similar program or service is prohibited. The accessing, downloading, ftp-ing etc. of music, videos, graphics or other code or content not approved by the staff is prohibited.

- 6) Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, pornographic content or material protected by trade secrets.
- 7) Personal addresses, phone numbers, and financial information shall not be included in network communication.

- 8) Passwords must be kept private and should be changed frequently.
- 9) Internet use for commercial purposes, financial gain, personal business, or product advertisement is prohibited. No bulk mailing or communication is allowed unless approved by a New Horizons Instructor or Staff member.
- 10) Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet and damage or tampering with any hardware or software.
- 11) Connection to the Internet is allowed only through our proxy server (Untangle). Use of any other setting is prohibited. Changing the IP number or the name of a computer is prohibited.
- 12) Use of any remote control program or software to connect to any computer on or off the New Horizons campus is prohibited.
- 13) Students will report to their instructor any communication they feel is inappropriate.
- 14) Parents must understand that their child may encounter material in a network/Bulletin Board/chat room that they may consider inappropriate (vulgar jokes, statements of belief that some may consider immoral, pornographic, etc.). The student is responsible for **not** pursuing material that could be considered offensive.

The terms of this agreement may change at any time due to security considerations of the network and evolving technology products.

Since there are multiple computers in the classroom for student access, then as the parent/guardian

I understand that the staff of New Horizons cannot monitor all of the information my child is accessing or downloading while in the school, nor while he/she is away from the school. However, both my child and I understand that the accessing of (or saving of) inappropriate material will **not** be tolerated. Any accessing of inappropriate material, or any misuse of the network, may result in one or more of the following: having a student's account locked and/or loss of other network privileges, student suspension, or administrative removal from the New Horizons Regional Education Centers class.

Parents should contact the school at (757) 766-1100 or our network administrator, Crystal Taylor, at (757) 766-1100 ext. 9-3331, to address any concerns they may have about their child's access to the Internet.

Before using the network at New Horizons, both the student and a parent/guardian must sign below indicating that you and your child have read and agree to abide by the requirements above (1-14) in addition to the student behavior guidelines set forth in the Student Handbook of the New Horizons Regional Educational Centers.

Mr. Casey Roberts
Executive Director