

July 31, 2003

Dear Parent,

As you may remember from last year, MAA offers the option for network connections and Internet access in the dorm rooms in addition to the free service in the computer labs.

For those students who choose not to have Internet or network access in their dorm rooms, MAA offers free network and Internet access from the dorm computer labs and the three computer labs in the Administration building. Students will be able to use campus e-mail, Internet e-mail, and resources on the campus network such as encyclopedias, online tutorials, and Ellen White writings. They also will have the ability to send files to printers in dorms or the Administration building for printing and they will have the ability to share files with teachers and other students.

Students who desire specific access in their dorm rooms may choose one of the two service levels described below. If students choose to purchase access to the network from their own computers in their dorm rooms, their personal computers must have one of the following operating systems to be compliant with the network: Windows 98 SE, Windows 2000 or Windows XP (the Professional Edition, not the Home Edition).

Levels of access to dorm rooms:

Level 1 Subscription	Level 2 Subscription
<i>Campus network connection</i> – this allows students to be connected to the campus network for the purpose of sharing files with teachers, each other, etc.	<i>Campus network connection</i> + <i>Internet access</i> - this connects the students to the Internet through the school network which has filters installed.

Fees:

Connection Fees for dorm room access

Connection fee for network-ready computers	\$20
Connection fee for non-network-ready desktop computers	\$50
Connection fee for non-network-ready laptop computers	\$75

Internet Service Fees for dorm room access

Yearly Internet access fee for <i>Level 2</i> subscribers	\$135
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We are highly conscious of the risks as well as the benefits of Internet use, especially for young people. This is one reason why access will be available on campus only through the campus network where we can maintain a quality filtering system and can provide some reasonable boundaries for use. There will be blackout periods in place for the purpose of preventing students from accessing the network or Internet during Sabbath hours and during the night. These blackout periods are *not* individually configurable.

Network Acceptable Use Policy

Attached is the network acceptable use policy. All students must read the policy and sign the network agreement before they can use the network. Parents of students who are under 18 years of age must also be asked to read the policy and sign the network account agreement in order for their children to use the school network system, including access to the Internet. This agreement indicates that you have read the policy and that you are willing for your student to use the network, including Internet access.

Your signature here signifies only that you want your child to be allowed access to the network and the Internet. It does not commit you to any added expense. Use of the network and Internet from the lab computers is provided without extra expense. Only students who wish to connect their personal computers in their rooms to the network pay the additional fees described on the preceding page.

We encourage you to return the signed agreement as soon as possible if you would like to have your son or daughter be allowed to use the network. On registration day, if your son and/or daughter has his/her computer set up in their dorm room by noon, has returned the appropriate signed paperwork and fees *and* has notified the person at the network station in the registration area, we will make every effort to have that computer connected to the campus network by that afternoon and to the Internet by the next day if Internet service has been purchased.

Thank you!

Carol Sumerlin

Milo Adventist Academy

Network Acceptable Use Policy

Milo Adventist Academy (MAA) is pleased to offer access to computer networks, including the Internet, provided students honor the MAA acceptable use policy. We ask that you read each of the conditions below and that student and parent/guardian sign to indicate a commitment to keeping the letter and spirit of this policy.

Responsibilities

1. All use of the system must be consistent with the mission of MAA. The academy reserves the right to prioritize use and access to the system.
2. The MAA network administrator will serve as the coordinator to oversee the operation of the MAA system.

Access to the System

1. Individual accounts for students. Secondary students will be provided with individual network accounts through which they may access the Internet. A Student Account Agreement must be signed by all students. This agreement must also be signed by the student's parent.
2. Individual accounts for MAA employees. MAA employees will be provided with an individual account.
3. No person shall have access to the system without having received appropriate training, including a clear understanding of the MAA Acceptable Use Policy.
4. A person who violates the Network Acceptable Use Policy will be considered to have terminated his/her agreement and will lose network use privileges.

MAA Limitation of Liability and Indemnification

1. MAA makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the system will be error-free or without defect. MAA will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. MAA is not responsible for the accuracy or quality of the information obtained through or stored on the system. MAA will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold MAA harmless from any losses sustained as the result of intentional misuse of the system by user. MAA will inform all users of the system about this limitation of liability and indemnification.
2. MAA is not responsible for any damage suffered when a user allows another user access to his/her password.

Due Process

1. Milo Adventist Academy will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the system.
2. In the event there is an allegation that a student has violated the MAA Acceptable Use Policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.

Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files and records of their on-line activity while on the MAA system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Policy, the student disciplinary code, or the law. If the MAA system administrator discovers a potential violation by a user, he or she will notify the Discipline Committee.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. MAA employees should be aware that their personal files may be discoverable under ORS 192.410, the state public records laws.

Selection of Material

1. When using the Internet for class activities, teachers will:
 - a. Select material that is appropriate in light of the age of the students and that is the relevant to the course objectives.
 - b. Preview the materials and sites they require students to access to determine the appropriateness of the material contained on the site.
 - c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
 - d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Parental Notification and Responsibility

1. MAA will notify the parents about the MAA network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account.
2. Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents have the right to request the termination of their child(ren)'s individual account at any time.
3. The MAA Acceptable Use Policy contains restrictions on accessing inappropriate material, and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for MAA to monitor and enforce a wide range of social values in student use of the Internet. Further, MAA recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The school will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the MAA system.
4. MAA will provide students and parents with guidelines for student safety while using the Internet.

Unacceptable Uses

The following uses of the system are considered unacceptable:

1. ***Personal Safety*** (Restrictions are for students only)
 - a. Users will not post personal contact information about themselves or other people to an insecure site. Personal contact information includes address, telephone, school address, work address, personal photo, etc.
 - b. Users will agree not to meet with someone they have met on-line without their parents' approval and participation.
 - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. ***Illegal Activities***
 - a. Users will not attempt to gain unauthorized access to the MAA system or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the MAA system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

- d. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- e. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

3. *System Security*

- a. Users are responsible for the use of their individual accounts, by themselves as well as by others, and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- d. Communications may not be encrypted so as to avoid security review.
- e. Users should change passwords regularly and avoid easily guessed passwords.

4. *Inappropriate Language*

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, he or she must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. *Respect for Privacy*

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.

6. *Respecting Resource Limits*

- a. Use of the system is prioritized for educational and professional or career development activities and limited, high-quality, personal research. Time limits may be set by the supervisor of the area in which the computer is being used.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or storage device.
- c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will not use their Internet access in ways that overload the network connection so as to limit use by other users. Example: Users will not access livestream video or music via their school Internet connection.

8. *Inappropriate Access to Material*

- a. Users will not use the MAA system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, that advocates violence or discrimination towards other people (hate literature), or that advocates any belief or behavior contrary to Christian principles. For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. MAA employees may access the above material only in the context of legitimate research.
- b. Students who come across material such as that described in 8a should immediately notify an MAA staff member. This will protect users against an allegation that they have intentionally violated the **Acceptable Use Policy**.

Milo Adventist Academy
Student Network Account Agreement

Student Section

Student Name _____

I have read the MAA **Network Acceptable Use Policy**. I understand it and I agree to follow the rules contained in this Policy. I understand that if I violate the rules as outlined in the policy or in the school handbook my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the MAA **Network Acceptable Use Policy**

I hereby release Milo Adventist Academy, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MAA system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions I have against accessing material that are in addition to the restrictions set forth in the MAA Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for my son/daughter to have access to an **Internet** account (allows information searching and file transfer), including a personal **e-mail** account (allows the sending and receiving of electronic mail).

Parent Signature _____ Date _____

Parent Name _____

This space reserved for System Administrator

Network User Name: _____ E-mail User Name: _____

Network Temporary Password: _____ E-mail Temporary Password: _____