**Acceptable Use Policy**

Computer network resources, provided by Quest Preparatory Academy Las Vegas, enable communication with electronic communities around the world. These computer network resources include Internet, e-mail, mainframe, and all other Internet service providers, when used in an educational setting.

The use of these electronic resources shall be consistent with the purpose, mission, and goals of Quest Preparatory Academy Las Vegas and used for educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. The Quest Preparatory Academy Las Vegas filters web sites believed to be inappropriate for students. However, no filtering system is perfect. The School cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to the School's computer network resources.

This Acceptable Use Policy (AUP) is provided so that staff, students, and members of the community using the School’s computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right.

**TERMS AND CONDITIONS**

**A. Access to District Network Resources**

1. Staff, students, and members of the community may be given access to the School’s computer network resources. This access, including account and password, must not be shared, assigned or transferred to another individual.
2. The School will periodically require new registration and account information from school, staff, and community members. Adult users must notify the system administrators of any changes in account information (address, phone, name, etc.) within fifteen (15) business days.
3. Access to the School’s computer network resources may be suspended or terminated if terms and conditions of this AUP are violated.

**B. System Security**

1. Computer users may not run applications or files that create a security risk to the School’s computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
2. Any user reasonably deemed to be a security risk or discovered to have a proven history of problems with other computer networks, may be denied access to the School’s computer network resources.
3. Users should immediately notify the system administrators if they believe that someone has obtained unauthorized access to their private account.

**C. Respecting Resource Limits**

1. Staff, students, and community members will not post chain letters or engage in spamming. Spamming is sending messages to a large number of people or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.
2. The system administrators reserve the right to set a limit on disk storage for network users.
3. Unless previously approved, users are responsible for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user while accessing computer network resources.

**D. Illegal Activities**

1. The School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.
2. It is prohibited to sell or purchase goods and services without prior approval of the appropriate administrator.
3. Attempting to gain unauthorized access to the School’s network resources or go beyond authorized access is prohibited. This includes but is not limited to attempting to log in through another person's account, accessing another person's files or computer.
4. Vandalism will result in cancellation of privileges to the School’s computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.
5. It is prohibited to use the School’s computer network resources with the intent of denying others access to the system.
6. Advertising will be permitted on the School’s computer network resources with the prior approval of the appropriate administrator.

**E. Intellectual Property (Copyright)**

1. No copyrighted material is to be placed on the School’s computer network resources without written permission from the copyright owner.
2. All users of the School’s network resources must agree not to submit, publish, or display any type of material that violates this AUP.

**F. Software**

1. Only public domain files, and files that the author has given written consent for online distribution, may be uploaded to the School’s software libraries.
2. Software having the purpose of damaging the School’s network resources or other systems is prohibited.
3. Users may be required to use a School approved Internet browser or other software to access the computer network resources.

**G. Language**

1. Polite and appropriate language is expected at all times.
2. Abusive messages are prohibited.
3. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of an intent to harass. If told by a person to stop sending messages, the sender must stop.

**H. Liability**

1. Quest Preparatory Academy Las Vegas does not warrant the functions or services performed by the School’s computer network resources. Resources are provided on an "as is, as available" basis.
2. Opinions, advice, services and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
3. Any software available from the School’s network resources is not guaranteed as to suitability, legality, or performance by Quest Preparatory Academy Las Vegas.
4. Staff, students, and community members agree to indemnify and hold harmless Quest Preparatory Academy Las Vegas for any liability arising out of any violation of this AUP.

**I. Electronic Mail and Real-Time Conferencing**

1. It is not the intention of the system administrators to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by Quest Preparatory Academy Las Vegas, local, state, or federal officials. Electronic mail is not private. As with written communication, users should recognize there is no expectation of privacy for electronic mail.
2. All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators.
3. Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. Private information may not be posted about another person.
4. A cancelled account may not retain electronic mail.
5. The system administrators reserve the right to terminate access to the School’s computer network resources if this AUP is violated while using real-time chat features, including video conferencing.

The use of computer network technology resources shall be consistent with all Quest Preparatory Academy Las Vegas policies and regulations.

**J. Responsibility**

1. Staff is personally responsible for all network resources assigned to them or their classroom.
2. While the school is aware of normal wear and tear on assets in use, willful destruction, lax supervision, or intentional destruction of network resources may lead to staff being financially liable for replacement or repair of Quest Assets as well as disciplinary action up to and including termination.

**Acceptable Use Policy**

This is to certify that I have read and agree to abide by the guidelines set forth within Quest Preparatory Academy Las Vegas’s Acceptable Use Policy. As an authorized user of Quest Preparatory Academy Las Vegas’s communications and computing resources I fully intend to comply with this policy, realizing that I am personally responsible for intentional misuse or abuse of the School's communications and computer systems including laptops, Chromebooks, iPads and other devices. All users must agree to abide by all policies, standards promulgated by Quest as a condition of access and continued use of these resources. If Quest learns of a possible inappropriate use, Quest may temporarily disconnect the user. If I have any questions about the policy, I understand that I need to ask my supervisor for clarification. If any technology belonging to Quest Preparatory Academy Las Vegas is stolen, lost, or if any abuse or damage appears and/or is proven to be done premeditatively or intentionally, the student will be responsible for covering the cost of repairs and/or replacement of said technology.

Student Name **(please print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_