

OPERATION REACHBACK, INC. FAMILY LITERACY CENTER

Computer Use Policy

An account on the ORB Family Literacy Center computer network and subsequently, access to the Internet, is provided for all students, unless otherwise requested by parents or guardians. Computers and computer networks, including internet access, provide valuable tools that support the education of students in ORB Family Literacy Center. Network users are expected to use all network resources for purposes appropriate to the education environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of ORB Family Literacy Center.

Introduction/Explanation of purpose:

On the school network and on the Internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, you might encounter information that may not be appropriate. The ORB Family Literacy Center has taken measures to prevent access to inappropriate information, but Internet filtering software is not infallible. The center is not responsible for other people's actions or the quality and content of information available. We trust our students and staff to know what is appropriate.

All users are expected to abide by the following rules of conduct:

Use Policy Guidelines

1. Any use of the ORB Family Literacy Center's network shall be for the exchange of information related to education. ORB Family Literacy Center Standards must be followed at all times. Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, list serves and discussion groups) should be mindful that communications originating within the center may be construed as representative of the organization or church. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of ORB Family Literacy Center.
2. At all times, user actions must take into account the rights of others. Users will respect network resource limits. They will use their directories on the network to store documents they have created, and will delete them when they are no longer needed. They will not download or copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.
3. Users will respect the privacy of other network users. Under no circumstances should a user give his/her account name and password to another user or allow another person to use his/her account.

4. Purposeful damage to computers and computer networks can be a crime. Do not damage any networks or any equipment or system forming part of a network. Do not break or misuse any FLC equipment.
5. It is against the law to copy other people's software. ONLY copy shareware, freeware, or software marked public domain. This means that users are not allowed to copy any software from FLC computers for use at home.
6. Users should not use bad language, or send messages that violate the law or would be offensive to another person.
7. Users will not install or attempt to install any software on a FLC computer without the consent of the Technology Coordinator or Network Administrator. (See software policy below)
8. Changing settings on computers without the permission of the network administrator is prohibited.
9. Do not spread computer viruses. Scan using antivirus software all data storage devices before using them in floppy, CD, or USB drives.
10. Using the ORB Family Literacy Center network to advertise, make money or for any commercial purpose including the development of intellectual property owned by the user is expressly prohibited.
11. Users should NEVER give out personal information such as home address or telephone number.
12. Students or other authorized users are not allowed to subscribe to or use any message boards, discussion groups, chat groups or similar services unless required by an instructor for academic purposes.

Intellectual Property

All works of any kind that an employee of the ORB Family Literacy Center creates on the network computers shall be the intellectual property of the organization. Student work prepared pursuant to an assignment for any class, project, school-sponsored activity or club shall be the property of the student, if it represents original work. All works on the network, computers or storage devices are subject to the monitoring/scrutiny of the network administrator, information systems personnel, and /or designees of administrators. All files, materials or documents may be reviewed and may be deleted, if necessary, by designated technology staff.

For purposes of this policy, “works” shall mean “an original expression, in fixed and tangible form, that may be entitled to common-law or statutory copyright protection. Works may take different forms and may include but not be limited to: art, literature, music, software, and photography”.

Electronic -Devices

Electronic communication or data devices will be used only in a manner consistent with the policies of ORB Family Literacy Center. These devices include, but are not limited to, handheld calculators, earphones, PDA's (personal digital assistants), cell phones, pagers, electronic book devices, and laptop computers.

Software and Peripheral Devices

Only organization-approved software will be installed by designated personnel on networks or individual machines. Appropriate licenses must be held for all software. Peripheral devices (including, but not limited to, printers, scanners, and storage/data devices) must be approved and installed by designated personnel. Donated equipment and software are subject to the same policies.

Any conditions or activities not specifically listed above that are not consistent with the policies, purposes, and objectives of ORB Family Literacy Center are prohibited.

Consequences of Inappropriate Use of Network/Internet Resources

Any action by a user that is determined by an administrator or designee to constitute an inappropriate use of the network or electronic information/communication systems as per organization policy or to improperly restrict or inhibit other users from using these resources will result in disciplinary action and/or loss of access to, or use of these resources. A user will be required to reimburse ORB Family Literacy Center for any losses, costs, or damages caused by inappropriate use.

ORB Family Literacy Limitation of Liability

ORB Family Literacy Center will not be responsible for any damage users may suffer, including but not limited to, loss of data, or interruptions of service. The organization is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The organization will not be responsible for the financial obligations arising through the unauthorized use of the system.