

ANDREWS ACADEMY
Laptop/Portable Computer Registration

ID# _____ Name _____ Date _____

Make/Model of Computer _____

Serial # _____

Software installed _____

Please note the attached "Computer Acceptable Use Policy," (*Sourcebook*, p.33) and the notice concerning "Electronic Equipment" (*Sourcebook*, p. 76-77). Andrews ITS provides the information needed for wireless operation. Andrews Academy accepts no responsibility for the safety or operation of your equipment. Your computer should be kept in your possession and *should not be loaned* to other students. The academy is not liable for damage and/or loss of the hardware, software, assignments, etc.

Please note that your computer is to be used in compliance with all published and announced school rules. This includes no games/movies/music, etc., while on the campus. It is to be used for school assignments only. All laptop computers are subject to random inspection by the administration.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Office Approval _____ Date _____

COMPUTER ACCEPTABLE USE POLICY

Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet and World Wide Web is available as a privilege to students who accept the requirements of this policy and agree to act in a considerate and responsible manner, fulfilling both the spirit and letter of these statements.

Students and parents/guardians must read and accept the following rules for acceptable computer usage behavior. Acceptance is confirmed when the Application for Admission to Andrews Academy is signed.

1. Students are responsible for following Christian standards of behavior on the Internet just as they are in the school building. General school rules for good behavior and communications apply.
 2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain the system responsibly. Users should not expect that files will always be private.
 3. Individual e-mail accounts are allocated through Andrews University rather than Andrews Academy. Each user is responsible for the management of material sent and processed through his/her account.
 4. The school reserves the right to limit computer access through supervision and certain software.
 5. Violations may result in a loss of access as well as other disciplinary or legal action.
6. **The following are not permitted:**
 - Tampering with, adding to, deleting, or reconfiguring or in any other way adjusting the desktop screen, programming, or networking of school computers
 - Sending or displaying offensive messages/pictures
 - Using obscene language
 - Harassing, insulting, or attacking others
 - Damaging computers, computer systems, or computer networks
 - Violating copyright laws
 - Using another's password
 - Trespassing in folders, work, or files
 - Intentionally wasting limited resources, including the use of "spam" and messages broadcast to mailing lists or individuals
 - Employing the network for commercial purposes
 - Revealing the personal address/phone number of any faculty member/student of Andrews Academy on personal webspaces or websites like myspace.com, bebo.com, etc.

COMPUTER USAGE AT ANDREWS ACADEMY

1. **EMAIL:** You now have an academy/university email address: username@andrews.edu
To check for mail, go to the following address on internet: www.andrews.edu/email/
Login with your username and password
2. **ATTENDANCE:** To check your attendance, midterm grades, previous grades, schedule, etc:
Go to the following internet address: andrews.edu/aa/
Choose Student Web, found on the quicklink section of the homepage
3. **CURRENT GRADES:** To check current semester grades:
Go to the following internet address: www.edline.net
Get your activation code from the office to set up your login using a username you select.
4. **CHARGES:** Charges (10 cents/page) for printing will posted to your student account.
Logout when you have finished and DO NOT let anyone else use your login.

ELECTRONIC EQUIPMENT USAGE

The use of electronic equipment such as radios, tape recorders, personal stereos, CD players, TVs, DVD players, etc., is not permitted in or around the school building or on school trips. Such equipment should not be brought to the school. Cell phones should be turned off and concealed while in the building. Portable computers, hand held computers, PDAs, etc., are to be registered with the academy office. They must be used only for school related assignments. Gaming of any kind will be subject to the academy's fair use policy.