
Computer/Network Acceptable Use Policy

LPUMS offers students access to computer technology and the Internet. Students must agree to abide by the rules of this policy in order to use the school's computers and network.

A. Acceptable Use

The educational use of LPUMS computers and network should be geared towards classroom activities, assignments, communication, and career development. All students should have access to the Internet through their classrooms, library, or school computer lab. Appropriate online etiquette should be conducted when you use LPUMS computers.



B. Unacceptable Uses

1. Posting/exchanging personal information: Posting personal contact information about yourself or other people or meeting with people you may have encountered online is not allowed. Photos of students taken during school activities may be used for the school website. Parents should fill out the consent form to allow or deny the school

2. Accessing another person's account/files: Unauthorized access to the LPUMS or the GPSS network or to any other computer system is not allowed. Under no conditions should you provide your password to another person. You are responsible for your individual log in account and should take all reasonable precautions to prevent others from being able to know or use your account.

3. Spreading viruses and other harmful programs: Students should not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will avoid the inadvertent spread of computer viruses by limiting the use of floppy disks, CD's, or flash drives to school computers with virus protection software. A school teacher or other school personnel must authorize the use any media in the school network. Downloading of files through the network should only be done if approved by a classroom teacher or authorized school personnel and if you are sure the file is virus-free.

4. Using profane language: Students should not use obscene, threatening, or disrespectful language in public messages, private messages, e-mail messages, and material posted on any school-sanctioned webpage.

5. Harassing and spamming: Harassment is persistently acting in an inappropriate manner that distresses another person. Students should not engage in personal attacks, or make prejudicial or discriminatory comments. If you are told by a person to stop sending them inappropriate messages, you must stop. Spamming is sending an annoying or unnecessary message to a large number of people, including the posting or forwarding of chain letters. Students should not use the network to engage in these activities.

6. Plagiarism and copyright infringement: Plagiarism is taking the ideas, writings, pictures and other work of others and presenting them as your own. Always cite where you found the information. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Using the LPUMS network and computers to download copyright-protected music and videos is also unacceptable.

7. Accessing profane or obscene material: You will not use the LPUMS network to access material that is profane or obscene, such as pornography. If you mistakenly access or receive inappropriate information, you should immediately tell your teacher, counselor, or administrator. Do not access any additional material your parents deem inappropriate for you.

8. Knowingly damaging computer equipment and peripherals: Students should take care of computer equipment. The following is a limited list of items that can cause damage to computers and audio/visual equipment: food, drinks, candy, magnets, balls, toys. Please tell your teacher immediately if you see anyone treating school equipment carelessly.

9. Engaging in illegal activities: Students should not use LPUMS computers or the network to conduct illegal activities such as sale of drugs, alcohol, and contraband. Any illegal activity conducted in the school network may be recorded and turned in to authorities for prosecution.

C. Consequences

The following consequences to infractions of the LPUMS Student Acceptable Use Policy are as follows:

1st Infraction: Verbal warning by teacher. Parent/Guardian called. Account or access denied for 5 school days. Student is still accountable for assigned work. Note from parent/guardian required to re-activate account or access explaining how child will adhere to this AUP policy.

2nd Infraction : Referral to the Administration. Mandatory Parent Conference Account or access denied for 20 school days. Student is still accountable for assigned work. Note from parent/guardian required to re-activate account or access explaining how child will adhere to this policy.

3rd Infraction: Referral to the Administration. Mandatory Parent Conference Account or access denied for the remainder of the school year.

For Your Information:

In the event of any serious injury, call 911 and give the following information:

√ **Location of accident**

√ **Type and number of injuries**

√ **Services Required**

IMPORTANT PHONE NUMBERS

Guam Police Department (Dispatcher): 472-8911/2

Guam Fire Department: 734-2264

Guam Memorial Hospital(Switchboard): 647-2330

Department of Mental Health & Substance Abuse

(24 Hour Crisis Hotline: 647-8833

Sanctuary, Inc. (crisis hotline) 475-7100

Department of Youth Affairs: 735-5021/22

Barrigada Mayors Office : 734-3859

Dededo Mayours Office: 632-5203

Mangilao Mayors Office: 734-2163/5731/34/5