

All Pages Of This Document Must Be Completed, Stapled Together And Returned.

**LYMAN WARD MILITARY ACADEMY
INTERNET AND EMAIL POLICIES AND FORMS**

**Acceptable Use Policy
and
Internet User's Agreement**

The Internet is limited to instructional use and is not to be accessed solely for entertainment purposes. Information accessed on the Internet or other computer software is to be used in a professional and responsible manner. Lyman Ward Military Academy is not responsible for information that is considered offensive in nature or is misused by the user.

Lyman Ward Military Academy accesses the Internet through certain Internet service providers and web hosting and email service providers. All users are expected to follow the "Acceptable Use Policy".

Acceptable Use Policy

Information accessed on the Internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the Internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruptions by unsolicited advertising, propagation of computer works or viruses, and using the network to make unauthorized entry to other machines accessible via the network.

Information and resources accessible through the Internet are private to the individuals and/or organizations that own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is, therefore, not acceptable for an individual to use the Internet to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

Lyman Ward Military Academy, its Internet service provider, and its web hosting and email service provider reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by **Lyman Ward Military Academy**.

I have read, understand, and agree to follow the User's Agreement for acceptable use as stated above.

Cadet Signature _____
(Print Name) _____
Parent/Guardian Signature _____
Date: _____

Return this document with the Email Request Form, according to the instructions on the following page.

Request for Cadet Email Privileges LWMA Martha Dixon Library

Dear Parent/Guardian:

PLEASE CAREFULLY AND COMPLETELY READ THE FOLLOWING.

The primary purpose of the Internet in the Martha Dixon Library is student research, but because LWMA is a boarding school, students may also use library computers to email family and friends. If you would like your son to have email access in the school library, according to the attached guidelines, please complete the form and return it to Mrs. Marsha S. Hinnen, LWMA Librarian, P.O. Box 550, Camp Hill, AL, 36850.

To expedite the process, you may fax the completed form to LWMA at 256-896-4661, but I still require a hard copy with a parent or guardian signature on file with me at the library. Please mail the original, signed form after faxing the information. **BE SURE** to fax the completed form(s) to my attention, as the school fax machine is in a different department on campus.

Guidelines for Cadet Email LWMA Martha Dixon Library

1. Any cadet who wants to use email in the Martha Dixon Library must have an email account through the LWMA mail server, and use that address for all electronic mail sent and accessed from the library. **No other electronic mail accounts are approved for library use.**
2. Each cadet will email only the ten addresses specified in the "Request for Email Privileges".
3. Parents, other family members, and friends who correspond with a cadet via electronic mail should restrict their messages to personal communication ONLY. **PLEASE do not forward lengthy anecdotes, inspirational meditations, jokes, etc.** If it would take you too long to type the information into a personal message, it will take your son too long to read it in the library.

While I realize that we all enjoy this type of material, this restriction is necessary. Online access for each student is often quite limited. Typically, a cadet will have only 15 – 20 minutes to both check email and write replies. Printing lengthy messages to take for later reading depletes the library's supply of paper and reduces the life of expensive toner cartridges. **You can help us avoid this problem by limiting the length of your email messages.**

4. Please do not send executable files or media files other than photographs. For the safety of our computer network, file downloads are blocked on library computers.
5. Because students view their email in a public area, parents are asked to refrain from sending potentially disruptive content (such as crude or suggestive material) to cadets.
6. Instant messages, chat rooms, and other forms of real-time online communication are not allowed at library computers.
7. If a cadet fails to follow these guidelines, he will be restricted from the Internet computers for a specified period of time (usually 3 – 5 days). After a second infraction, a student will lose his privileges for the remainder of the term; following a third infraction, a cadet will lose email for the remainder of the year.

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Approved Email Address _____
Name of Contact _____ Relation to Cadet _____

Approved Email Address _____
Name of Contact _____ Relation to Cadet _____

Approved Email Address _____
Name of Contact _____ Relation to Cadet _____

Note: Email addresses may be amended at any time by contacting the library.

Optional –

Are there any individuals whom you specifically **DO NOT** want your son to email?

Yes _____ No _____

If “yes”, please specify name and/or email address _____

We realize that email is a valuable and important means of communication, and we try to work with all our students to make this possible. If you have any questions, please feel free to contact me at the LWMA Martha Dixon Library. The telephone number is 256/896-2965; my email address is:

marsha.hinnen@lwma.org

Thank you for your cooperation.

Marsha S. Hinnen, Academy Librarian

***** For Library Use Only Below This Line *****

Address Assigned: _____ Password: _____

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Assigned By: _____

Date: _____