

## FOR INTERNAL USE ONLY

This is a five-page document. The last page needs to be turned in to the Computer Consultant on duty at the UVACC after duly signing the paper.

**To The Parents/Guardians:** It is our humble request that you kindly take some time to read the information appended below in respect of use of internet by your children; and thereafter, please fill out the form on the very last page of this document. Please keep the first four pages for your reference and kindly bring the last page to the Village Computing Center yourself, kindly sign the form (in places as indicated) in front of a UVACC staff, and then submit the form to the staff. All these efforts are meant purely for ensuring safety and security of your children while online. Your kind cooperation is much appreciated. ~ Director of Programs

## UNIVERSITY VILLAGE ACADEMIC COMPUTING CENTER POLICY FOR ACCEPTABLE USE OF COMPUTERS AND INTERNET BY KIDS AND YOUTH

### Purpose

The University Village Academic Computing Center (UVACC) provides unfiltered access to the Internet as a means of fulfilling its mission to "collect, organize and make accessible informational, educational, recreational, and cultural resources" to meet the changing needs of its users of all ages and cultural and economic backgrounds. The University Village Academic Computing Center views access to the Internet as a privilege of its users, not a right. The Village Authority supports the idea that all members of the community have free and equal access to the entire range of UVACC resources, regardless of content, approach, format, or amount of detail. These rights extend to all users of the UVACC, including minors. The Village Authority is committed to making information available to its users in a variety of formats - from traditional print and audiovisual materials to the latest in electronically accessed materials. The computers offered by UVACC are intended to integrate electronic resources from information networks around the world with UVACC's other resources and, by doing so, provide information beyond the boundaries of its own collection.

### Responsibilities of the University Village Academic Computing Center

At present the Internet is an unregulated and rapidly changing medium. It contains a wealth of diverse material that is personally, professionally, and culturally enriching to individuals of all ages, but it also contains materials that may be offensive, controversial, disturbing, illegal, harmful to minors, inaccurate, or incomplete. The University Village Academic Computing Center does not monitor, control, or restrict anyone's access to equipment or to the range of information available within the limits of state and/or federal law. UVACC has no control over information accessed through the Internet and cannot be held responsible for its content. Provision of Internet access by the UVACC does not constitute an endorsement of any particular information contained on the Internet. UVACC shall have no liability for direct, indirect, or consequential damages related to the use of information accessed on the Internet from UVACC equipment. UVACC users use the Internet at their own risk. Therefore, users are encouraged to evaluate the validity of information obtained from the Internet.

### Responsibility of Users and Parents of Minors

Individuals must accept responsibility for determining what is or is not appropriate for themselves. The University Village Academic Computing Center upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of UVACC materials and resources. A parent or legal guardian shall supervise their children under the age of 17 years at all times during use of computers to access the Internet unless the parent or guardian has signed a waiver that permits Internet use for children without parental supervision. Parents and guardians who wish to limit or restrict the access of their own children must personally oversee their children's use of the Internet and other forms of electronic information. Parents and guardians are encouraged to work closely with their children in the UVACC and particularly on the Internet. Parents are expected to monitor and supervise their children's use of the Internet in selecting material that is consistent with personal and family values and is

This form's fields have been made interactive, applicants can fill in the information online and print it for signing.

appropriate for the age and understanding of their children. UVACC does not and cannot provide this monitoring or supervision. Minors who visit the UVACC without a parent or guardian are responsible for their own decisions and behavior and will be denied access to the Internet unless a signed waiver is on file.

In order to use UVACC Internet computers, users must have completed the Internet Registration form. [Children under the age of 18 years must have a parent or legal guardian read and sign the Internet Registration form before they will be permitted to access the Internet.](#) The parent or guardian must also verify the minor's age. UVACC staff is available to provide assistance and to help identify age-appropriate website for children accessing the Internet.

Internet computers shall not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene. UVACC employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct and/or to prohibit use by persons who fail to comply with the Internet Acceptable Use Policy.

## Exercise Caution During Internet Use

### As Internet Users Please Remember that:

- Not all sources on the Internet provide accurate, complete, or current information.
- UVACC computer terminals are secure but not private.
- Users should exercise extreme caution about revealing any personal identification information (e.g., name, address, telephone number, e-mail address, social security number, age, or credit card number) over the Internet. Minors should NEVER disclose any personal identification information over the Internet.
- If you receive an e-mail message from a person unknown to you or from an unfamiliar e-mail address, the best and safest policy is to delete it without opening.

## Rules of Conduct for Use of UVACC Computers:

- Internet computers shall not be used for illegal activity, to access illegal materials, to access child pornography, or to access materials which by local community standards would be considered obscene.
- Transmitting and/or receiving obscene materials and/or child pornography is a violation of law and is not permitted under any circumstances. Violation of this rule will subject a patron to be responsible for the disciplinary actions taken by the UVACC authority and result in immediate and permanent loss of UVACC Internet access privileges.
- Minors, whether or not accompanied by a parent or guardian, shall not use computers for any illegal activity, or to access illegal materials, child pornography, obscene materials, or materials "harmful to minors" as currently defined by law. Violations of this rule may subject a patron to be responsible for the disciplinary actions taken by the UVACC authority and will result in immediate loss of UVACC Internet access privileges.
- Installation, downloading, or modification of software is prohibited.
- Users shall respect copyright laws and licensing agreements.

- Users shall not make any attempt to gain unauthorized access to restricted computer files or networks, or to damage or modify computer equipment or software.
- Users are financially responsible for any fees or printing that they may incur from their use of the Internet or computers.
- Users shall sign up in person to use the Internet on a "next available terminal" basis. Terminals may not be "reserved" for other persons and will not be held for persons who are not in the immediate vicinity when their name is called. Telephone reservations will not be taken. Latecomers forfeit their time if more than 10 minutes late.
- Internet access sessions shall be limited or terminated by UVACC staff if deemed necessary.
- Users must end their session and leave the terminal when asked to do so by authorized UVACC-staff.
- UVACC staff may establish the number of Internet access sessions available per day, per user. Such limitations will be dependent on facility-specific demand in order to provide access for the majority of users.
- Users shall respect the privacy of other users and shall refrain from attempting to view or read material being used by others, as well as to censor or comment on what others are viewing.
- The UVACC's computers are set up for optimal usage by a single individual. With the exception of a minor, who must be accompanied by a parent or guardian during Internet access (unless a signed waiver is on file), only one user per computer terminal is permitted.
- Parents may file a waiver with the UVACC which will permit a child to access the Internet without parental supervision. Parents will be held responsible for printing and other charges incurred by their children.
- Computers may be used only for educational, informational and recreational purposes.
- Minors are not permitted to access chat rooms.
- Any activity by a user that disturbs or distracts another user or staff member from his or her own UVACC activity constitutes a violation of reasonable UVACC behavior.

## Termination or Prohibition of Access

- Misuse of UVACC computers will result in the loss of computer privileges, potential loss of UVACC privileges, and possible disciplinary action. Such misuse includes, but is not limited to, using the computer for illegal activities, hacking into the UVACC computer system or any other computer system, damaging or attempting to damage computer equipment or software, interfering with systems operations, integrity or security, gaining unauthorized access to another person's files, sending harassing messages, altering or attempting to alter the UVACC's computer settings, and violating copyright laws and software licensing agreements.
- Violations of these rules will result in the loss of computer privileges for three days from the date of the violation at all UVACC facilities. A second violation will result in a loss of computer privileges for six days at all UVACC facilities. A third offense will result in a permanent loss of Internet access privileges at all UVACC-facilities.

## Definitions

- "Minor" is a person under 18 years of age. 18 USCS §§ 2251.
- "Harmful to minors" is defined as per current California law, 18 USCS §§ 2251.
- "Inappropriate matter" for minors is material that is obscene as defined under California law, child pornography as defined under federal and/or state law (18 U.S.C. §2256; O.C.C.A. §16-12-100), and material that is "harmful to minors" as defined in California law (O.C.C.A. §16-12-102). For further clarifications of terms, definitions, and applicability thereof, please visit, <http://www.llrx.com/features/updatecipa.htm> .

## Right to Appeal

An Internet user whose access session has been terminated or whose Internet access has been prohibited shall have the right to appeal and/or request that Internet access privileges be reinstated. An appeal must be in writing and submitted to the University Village Academic Computing Center Staff within five days of the termination or prohibition. Within ten days of receipt of the appeal, UVACC Staff shall review the matter and notify the patron in writing of his/her decision. If UVACC Staff's decision is adverse to the patron, the patron may appeal in writing within five days to the University Village Academic Computing Center's Supervisor, who shall thereafter consider the matter at its next regularly scheduled meeting, and issue its decision in writing (after consultation with all UVACC Staff Members, Director of Programs, and Director of Youth Services) within 30 days following that meeting.

(Users who are interested to be more knowledgeable about the issue highlighted in this policy, may kindly study documents related to: Communications Decency Act (CDA), Children's Internet Protection Act (CIPA), Child Pornography Prevention Act (CPPA), & Child Protection and Obscenity Enforcement Act (CPOE). A more detailed information of the legal issues confronting this subject is available at [www.villagecomputing.net](http://www.villagecomputing.net).

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CONFIDENTIAL WHEN FILLED IN  
INTERNET & COMPUTER ACCEPTABLE USE POLICY  
UNIVERSITY VILLAGE ACADEMIC COMPUTING CENTER

REGISTRATION FOR INTERNET USE

I agree that I will use the Internet for educational, informational, and recreational purposes only. I have read, I understand, and I will abide by the INTERNET & COMPUTER ACCEPTABLE USE POLICY as enumerated above *whether I have read it or not*. I understand that any violation of law while using the computers may subject me to be responsible for the disciplinary actions taken by the UVACC authority. I further understand that if I violate any rule, my Internet access privileges may be revoked and/or appropriate legal action taken.  
Name of the User:

\_\_\_\_\_  
Name of the User (Please print or type)

Address:

Telephone:

Email:

\_\_\_\_\_  
Signature of the User  
(Must be signed in person in ink in front of the UVACC Staff)

\_\_\_\_\_  
Date

If user is under the age of 18 years, the parent or legal guardian must be present and must read and sign this Agreement:

As the parent or legal guardian of the above minor child, I agree that the minor child will abide by the INTERNET & COMPUTER ACCEPTABLE USE POLICY as depicted above, *whether I, the parent or guardian have read it or not*. I understand that this access is for educational, informational, and recreational purposes only. I recognize and agree that it is impossible for the UVACC to restrict access to controversial and/or inappropriate materials on the Internet, and I agree that they are not responsible in any way for any such materials acquired or viewed by my child. I understand that any violation of law while using the computers may subject me, on behalf of my child, to be responsible for the disciplinary actions taken by the UVACC authority. I further understand that if my child violates any rule, his or her Internet access privileges may be revoked. I hereby accept full responsibility for supervising my child(ren) at all times during his/her/their use of the Internet.

\_\_\_\_\_  
Name & Signature of Parent or Legal Guardian  
**Please print your name & sign above your name**  
(Must be signed in person in front of a UVACC Staff)

\_\_\_\_\_  
Date & Housing Contract Number

Address:

Telephone:

Email:

PARENTAL WAIVER FORM

I agree to allow my child (under 18 years of age) to access the Internet without my supervision.

\_\_\_\_\_  
Parent or Legal Guardian  
(Must be signed in person in front of a UVACC Staff)

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY**

FORM RECEIVED BY:

DATE:

PROCESSED BY:

ID # ISSUED:

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