



Acceptable Use Computer Policy

The WiloStar3D Academy and WiloStar3D's virtual network of 3D worlds and hubs ("WiloStar3D") is established for the educational and professional use of The WiloStar3D Academy students, faculty, and staff ("Users"). This Technology and Acceptable Use Policy (the "Policy") is intended to govern Users with respect to WiloStar3D and the Internet. In addition to this Policy, The WiloStar3D Academy regulates access to and use of its virtual worlds and learning hubs with principles consistent with the educational mission of the WiloStar3D Academy, and the rules and expectations published elsewhere (i.e., Enrollment Contract, Student, Parent, or Faculty Handbook). Users who violate this Policy will have their WiloStar3D privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. The WiloStar3D Academy may also report offenders to applicable law enforcement agencies.

WiloStar3D provides access to the global Internet. The WiloStar3D Academy has taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. The WiloStar3D Academy believes that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals.

The smooth operation of WiloStar3D relies upon the proper conduct of all Users. The signatures on this Acceptable use Policy are legally binding and indicate the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

WiloStar3D- Terms and Conditions (Acceptable Use and Illegal Actions)

Scope and Authority – WiloStar3D includes all hardware, software, and network services used by the WiloStar3D community, including third party services that act as extensions of our internal network. Parents give the school permission to use applications that are educationally beneficial to our students.

Privileges

The use of WiloStar3D's virtual worlds is a privilege, not a right. The use of an account must be consistent with the educational objectives of The WiloStar3D Academy. The Technology Office will deem what is inappropriate use and will refer any such conduct to The WiloStar3D Academy Administration. The WiloStar3D Academy, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. In addition, use of any other Internet connected resource must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of any WiloStar3D virtual worlds or educational hubs for commercial activities, product advertisement, or political lobbying is prohibited. Use of the WiloStar3D virtual platforms and the Internet must be consistent with this Policy and all policies and practices of The WiloStar3D Academy, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

No Expectation of Privacy

The WiloStar3D Academy routinely monitors usage of WiloStar3D and may review any communications on its systems. The WiloStar3D Academy is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of The WiloStar3D Academy. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of The WiloStar3D Academy to monitor all activity.

Security

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files with WiloStar3D. The following guidelines will help maintain WiloStar3D security:

- If you feel you have identified a security problem on the Internet, you must notify the Director of Technology.
- Do not allow anyone else to use your account and do not use another individual's account.
- Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/ or discipline.
- Any User identified as a security risk or having a history of problems with other computer systems may be denied access to WiloStar3D.

Inappropriate Access

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Uploading of software into The WiloStar3D Academy's course system or virtual worlds is prohibited. Students may not upload information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information and/or content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

- a.) offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
- b.) distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.

c.) inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student’s health or safety.

If a student is uncertain as to whether or not a site’s material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.
- Under no conditions should a user provide his or her password to another person.

Plagiarism

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students and staff may not violate a copyrighted source, or otherwise use another person’s intellectual property without his or her prior approval or proper citation. Violation of this policy may result in suspension from the school.

Contact

Each student and employee is responsible for all activity that occurs under his/her user account. Students and employees may not place information on the Internet that would fall under the category of “unacceptable sites” listed above.

Students may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people.

Summary

This is a list of the more common things students, faculty and staff are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet, unless the material is free for commercial use and royalty free.
2. Upload any applications or software onto The WiloStar3D Academy course system or virtual worlds.
3. Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
4. Use remote accessing software or hardware to take control of any network attached device or workstation.
5. Remove License decals or inventory control tags attached to the systems.
6. Disrupt its use by other individuals by connecting to other virtual worlds to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
7. Everyone must honor copyrights and licenses, as well as the legal rights of the software producers and network providers.
Use of another person's user account and any access of credentials is prohibited.
8. Any user identified as a security risk may be denied access to WiloStar3D Virtual Worlds and the course portal.
9. Damage caused by the intentional misuse or vandalism inside any of our virtual worlds will be charged to the person who committed the act to cover the expense of repair or rebuilding a world.

Improper Use of Content-Social Media Acceptable Use Policy

Users may not use the WiloStar3D for purposes of harassment, intimidation or bullying of others. All students and parents must adhere to the bullying policy which includes the use of social networking sites in a negative way in relationship to WiloStar3D.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student, staff member of the school program that:

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of physical injury or of damage to property;
3. creates a hostile environment at school for the student or teachers;
4. infringes on the rights of the student at school; or,
5. materially and substantially disrupts the education process or the orderly operation of a school.

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; uses their real known name, or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

The WiloStar3D Academy shall, in its sole discretion, determine whether such conduct violates this Policy and any other policies of The WiloStar3D Academy. Users must remember that material distributed through the Internet is public. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

Social Networking Sites

While The WiloStar3D Academy respects the right of employees, parents, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage The WiloStar3D Academy's reputation, its employees, or its students or their families. Student and parent use of social networking sites guidelines are intended to be applied for personal computer use outside of school. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

The WiloStar3D Academy strongly encourages all employees, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Instagram, Twitter, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. When using a social media site, an employee may not include current students as "friends," "followers" or any other similar terminology used by various sites. If an employee has a community that extends to persons who are parents, alums, or other members of The WiloStar3D Academy community, s/he must exercise good judgment about any content that is shared on the site.

Additionally, employees, parents, students and families should adhere to the following guidelines, which are consistent with The WiloStar3D Academy's community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- Users should not make statements that would violate any of The WiloStar3D Academy's policies, including its policies concerning discrimination or harassment;
- Users must uphold The WiloStar3D Academy's value of respect for the individual and avoid making defamatory or disparaging statements about the School, its employees, its students, or their families;
- Users may not disclose any confidential information of The WiloStar3D Academy or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

The WiloStar3D Academy has a strong interest in promoting a safe and supportive learning environment, as well as maintaining a positive reputation in the community. If the School believes that an employee's or a parent's activity on a social networking site, blog, or personal website may violate the School's policies or otherwise may have a detrimental impact on the learning environment, the School may request that the employee, parent or student cease such activity. Depending on the severity of the incident, the employee, parent or student may be subject to disciplinary action. The WiloStar3D Academy reserves the right to impose discipline, up to dismissal or termination, for any behavior on or off campus that WiloStar3D determines may impair or negatively impact the reputation of the School.

"Netiquette"

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

- Do not reveal personal information – your address or telephone number, or those of students or colleagues.
- Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
- Do not use the WiloStar3D virtual worlds or course portals in such a way that would disrupt its use by others.

Waiver of Warranties; Limitation of Liability

WiloStar3D LLC makes no warranties of any kind, whether express or implied, concerning their educational services provided in or out of our virtual network or worlds. The WiloStar3D shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. The WiloStar3D denies any responsibility for the accuracy or quality of information obtained through this service. All terms and conditions as stated in this Policy are applicable to the use WiloStar3D virtual worlds and course portals.

Entirety of Agreement

The terms and conditions stated in this Policy, and all other policies of WiloStar3D LLC herein, reflect the entire agreement of the parties with respect to the subject matter stated herein. This Policy supersedes all prior oral or written agreements and understandings of the parties. This Policy shall be governed by and interpreted in accordance with the laws of the state of Florida and the United States of America.