Academic Memorandum

Number 23-07

Academic Computer Acceptable Use Policy

1. **Situation** ~ The technology policy for Academic Year 2010-11 requires ALL students (new and returning) to purchase or bring their own laptop computer to campus. Almost any current production laptop out in the market will suffice. We recommend investing in a personal printer as well as printer supplies. Implementation of a fee based printing service is currently being considered. Listed below are the minimum requirements for computer support, while attending Valley Forge Military College.

2. **Mission** ~ The Academic Computer Acceptable Use Policy defines what is considered proper and improper usage within an academic context for cadets, staff and faculty of Valley Forge Military Academy to ensure a safe, secure, efficient, ethical, and lawful environment.

3. **Definition** ~ “VF Computers” are defined as those used by school personnel and cadets on campus. “VF network” is defined as any wired or wireless connection that the school provides or manages, including remote access to email, etc.

4. **Personal computer minimum requirements** ~
   1. Minimum of a Pentium M or Centrino processor; Apple Macintosh G3 PPC, or equivalent processor
   2. Minimum of 512 MB of RAM, preferably 1024 MB or greater
   3. Ethernet port
   4. Wireless PCMCIA or internal card (802.11b or 802.11g)
   5. Recommended three year extended warranty to cover repairs while at VFMC
   6. Microsoft Office bundle for word processing and presentations (includes Word, Excel, Powerpoint)

5. **Policy** ~
   a. **Proper Use** ~ VF computers and VF network will be used for research, database searching, word processing, calculations, presentations, homework submission, communication between teachers and students and among students, information retrieval and sharing, and web browsing. Individuals will only use their own login and password and not share these with others. (If these are compromised, they should be immediately changed.) Cadets are required to check email accounts at least twice a day either through a standard Web browser or Microsoft Outlook.
   b. **Improper Use** ~ VF computers and VF Network will not be used for commercial or nonacademic activities, or for fraudulent, threatening,
harassing, obscene, or offensive purposes. VF computers and VF network will not be used for chat rooms, chain letters, Internet games, spamming, or for personal financial gain. Only software approved by the Valley Forge Military Academy Information Technology Department (IT) will be installed on VF computers. It is unacceptable to deliberately degrade the performance of any computer system, plagiarize or copy copyrighted software or documents, change computer or Internet addresses or network configuration, or share passwords or email accounts. Introduction of viruses or similar activity or any attempt to disrupt the IT system will be viewed as vandalism and punished accordingly.

6. **Reports** ~ Any suspected weakness in Valley Forge’s Information System security or compromised password should be reported immediately to the IT Department.

7. **Monitoring** ~ All communication transmitted by Valley Forge Systems are subject to IT monitoring. All AOL programs (except Instant Messenger and e-mail - accessible through any standard Web browser) will be blocked.

8. **Legal and Disciplinary Action** ~ Violation of this policy may constitute a criminal offense under state or federal law and may result in disciplinary action up to and including termination.