

## Acceptable Use Policy Statement --- Technology

Christian Academy believes that students must be prepared in the responsible use of technology as they grow and prepare to make meaningful contributions to our next generation. Integrated technology is now one of the necessary, non-negotiable components of a quality school curriculum. The purposes of computer technology in our school are 1) to enhance communication between students, faculty, parents, and our greater community, 2) to enhance instruction through the vast array of resources available online and by CD-ROM, DVD, etc. and 3) to teach vital computer skills (word processing, spreadsheets, databases, multimedia etc...) utilized each day to improve our quality of life.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Conduct on computers should be consistent with Christian principles and with high standards of character. Families should be aware that some material accessible via the Internet might contain items that are not appropriate for our children or for Christians trying to live their lives and filter their decisions through a Biblical lens. We believe that benefits to the student from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. However, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow using the Internet.

The use of the computer is a privilege, not a right. Inappropriate use will result in removal of the privilege. Any misuse will result in disciplinary action and/or financial reimbursement for damages. Any cost incurred by the school due to inappropriate use will be billed to the student's parents or guardians. It is each student's responsibility to avoid actions, which are improper, immoral or illegal, and to use these electronic resources for matters directly related to their academic or school-approved extracurricular activities.

The following guidelines are presented in an effort to maximize your student's experience with technology at Christian Academy, to provide greater security for both the students and the school, and to exercise our responsibility to be good stewards of the resources that have been provided for us.

*All guidelines for use apply to any student, faculty or staff member, as well as appointed volunteers who may be using the school's technology resources, at any time.*

### Internet usage

#### I. Libel and harassment

Students must remember that information/material distributed through the Internet is considered "public." No libel or harassment will be tolerated when using school technology resources.

Libel is false publication in writing or in signs that maliciously damage a person's reputation. Harassment includes but may not be limited to abusive or foul language, attempts to "fill" electronic mailboxes and posting obscene images or texts.

#### II. Inappropriate access and usage

Students may not use the computer to access any inappropriate material found on the Internet. Christian Academy will make every effort to block inappropriate sites by using filtering software. There is no software that offers 100% protection from inappropriate material; therefore, students must exercise responsibility and integrity when using the Internet. As a general rule, if you would not want your teacher or parents to see what you are viewing on the Internet, it should be considered "inappropriate." It is the student's responsibility to inform a teacher immediately if something inappropriate is viewed on the Internet while working with technology resources at Christian Academy.

### III. Privacy

Students should not reveal their own or other students' personal address, telephone number, social security number or any other kind of account information while on the Internet.

Students must never answer inappropriate messages from strangers who contact you over the Internet and must never arrange meetings with strangers who may attempt to contact you.

Within the school network, however, anonymity is not allowed; it will be helpful and sometimes required to state your full name when communicating to another within the school network.

### IV. Theft

Rules of plagiarism apply to information found on the Internet. When using information from the Internet, students and teachers need to appropriately cite sources used in reporting. Respect for copyright laws must be shown for all material downloaded from the Internet.

No material should be sent through Christian Academy technology resources that are in violation of local, state, or federal laws. This includes, but is not limited to, material covered by trade secret.

### V. Vandalism

In this situation, vandalism refers to deliberate attempts to damage hardware, software, or information residing on the school network. This includes any attempts at "hacking" to violate accounts, files or programs. It includes the deliberate infecting of the network with a "virus," attempts to make changes to software, other students' files, or other private files. This policy includes "pranks" such as unplugging network cables, removing the "roller balls" from mice, etc. Use of the computer in any way other than in accordance with school policy and/or teacher permission could be construed as vandalism.

### Computer Lab and Technology Resource policies

- ❖ Students are encouraged to utilize Christian Academy technology resources whenever possible and to ask for help with computer use and online research, when needed. They are asked to treat the equipment with care and to ENJOY THESE RESOURCES as part of their overall learning experience.

Unless otherwise directed by a teacher or staff member, students are *not* permitted ...

- To utilize the lab without adult supervision
- To bring food or drink to the lab before, during or after school hours
- To install computer programs, including games or other downloadable files such as music, on *any* computer
- To delete programs
- To change computer color schemes or desktop configurations
- To exit to the Terminal prompt to list or manipulate file directories or to run programs
- To change any system configurations
- To remove CDs, books, computer disks from the lab
- To rename any computer files
- To move program or document files
- To change, move, or otherwise tamper with computer hardware or network connections
- To e-mail or instant message on school computers; to ever read e-mail from an unknown screen name on any school computer (applies only to students in grades K-8)