

# **Covenant Christian School**

## **Technology and Internet Acceptable Use Policy**

Education in the 21<sup>st</sup> century brings new challenges to Covenant Christian School. As we commit ourselves to providing access to information and computer based tools at CCS, it is important to set forth guidelines for appropriate use. Since it is always best to set clear standards from the outset, we have developed this policy as a service to our faculty, students, and parents.

### **Purpose for Technology**

Computers and the Internet are to be used for educational purposes only. They are to be used to teach the curriculum and the educational objectives of CCS. They are to be used as tools for research, presentation, skill building, reinforcement, tutoring, simulations, Internet projects, field trips, teacher productivity, cooperative learning, and other educational activities.

### **Access to Computers and the Internet**

All students and staff will have access to computers and the Internet in their classroom, in the computer lab or in their offices. Students and staff will have various levels of access to the network according to their needs. There will be a filter on the Internet to block unacceptable sites and incoming and outgoing e-mail will be restricted for students. However, **filters cannot block out everything**. Staff and teacher will also try to bookmark sites to use ahead of time, and use search engines that also filter out inappropriate material.

### **Code of Conduct for Using Computers, Internet or Technology Peripherals**

- ◆ Respect the property of CCS. Do not damage computers, computer systems, computer networks, or any peripheral equipment.
- ◆ Be moral and Christ-like. Do not access inappropriate sites. Use appropriate language and do not make inappropriate remarks to others that would offend, abuse, or harass them.
- ◆ Respect the privacy and property of others. Do not reveal the home address, phone number, or any personal information of others. Do not trespass in another's folder, work, or file. Do not attempt to read, delete, or modify files belonging to other users.
- ◆ Be honest. Do not send messages or access the network under the name of another person. Only use your own password to enter the network and do not use another person's password.

- ◆ Protect yourself. Do not give your personal information like your picture, address, phone number, or other information about yourself. Never agree to get together with someone you meet online.
- ◆ Respect copyright laws. Put ideas in your own words and site all sources for information and pictures.
- ◆ Act legally and ethically. Illegal and unethical activities are strictly forbidden.
- ◆ Use technology for educational purposes only. Computers and the Internet are not to be used for non-educational games, entertainment, commercial use, or personal use.
- ◆ Respect software copyright and licensing laws. Do not put any software on any CCS computer without permission.
- ◆ Ensure safe computing. Do not download anything from the Internet without permission and do not put any disk into the computer without permission. Do not open any e-mail coming from sources that are unknown or that are suspicious.
- ◆ Be courteous. Log off of the network after you have finished, but do not shutdown. Delete personal files and work when they are no longer needed.
- ◆ Report anything inappropriate to teachers and staff. Students should report immediately any inappropriate e-mails, sites, or behavior of others to a teacher or staff member.
- ◆ Be supervised. Students should always have an adult staff member supervising them when they are using technology.

**CCS has the right to monitor student files including e-mail**, as necessary, to ensure smooth network operations and acceptable use. They reserve the right to remove files to free up space on the network.

**The use of computers and the Internet at CCS is a privilege** which will be taken away if the Code of Conduct is violated.

**Users at CCS use the computers and Internet at their own risk.** Covenant Christian School assumes no responsibilities for:

The content of any advice or information received by a user from a source or any cost incurred as a result of seeing or accepting such advice.

## Parent or Guardian

As a parent or guardian of \_\_\_\_\_, I have read Covenant Christian School's Technology and Internet Acceptable Use Policy and this contract. I understand that access to all technology and the Internet is to be for educational purposes only. I understand that controversial material is available on the Internet, and I permit my child to use the Internet despite this potential availability. I will not hold Covenant Christian School responsible for materials my child acquires on the network. My child uses the Internet at my child's own risk and at my own risk. I hereby release Covenant Christian School from any claim arising from my child's use of the Internet. I agree to report immediately any misuse of the Internet resources to Covenant Christian School administrator. I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand that my child's violation of Covenant Christian School's Acceptable Use Policy will result in loss of computer access; and/or may have financial consequences; and/or may have other disciplinary action; and/or may constitute a criminal offense. I hereby give my permission for my child to use Covenant Christian School's technology equipment and to access the Internet.

Parent or Guardian Name:

Printed \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_