

COLLEGE HEIGHTS CHRISTIAN SCHOOL

Acceptable Computer Use Policies

2018/2019

Student _____ Grade _____

College Heights Christian School's Technology Program will inspire our students to become responsible and efficient stewards of technology, thus preparing them for being productive and effective contributors in our ever-changing technological society.

Use of the Internet and computers provides real educational benefits to students. Access to computers and the Internet is given as a privilege to students who agree to act in a considerate and responsible manner under the direction of the teacher. We require that students and parents or guardians read, accept and sign the following rules for acceptable computer use behavior.

Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.

Network storage areas may be treated like school lockers. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.

Internet access will be limited in the following ways:

- Blocking software will restrict the sites that students can access. However, while this will protect students from a majority of objectionable material, it cannot filter out everything. Students are to report inappropriate or uncomfortable material to their teacher or administrative staff.
- Supervision is to be provided by teachers and staff at all times that students have access to the Internet. Students are not allowed Internet access after school hours unless supervised appropriately.
- Time limitations will be implemented in all of the classrooms. Internet access will be limited to teacher-initiated projects and assignments.
- The following are not permitted:
 - The use of language that will offend or harass others.

- Using the Internet at school, without teacher approval, for non-school related activities.
- Damaging/tampering with computers, computer systems or computer networks.
- Violating copyright laws.
- Plagiarizing, which is the taking of someone else's words, ideas or findings and intentionally presenting them as your own without properly giving credit to their source.
- Downloading or copying information on to disks or hard drives without prior teacher approval.
- Using another's password, trespassing in another's folders, work or files.
- Intentionally wasting limited resources/time.
- Revealing the full name, school name, personal address, phone number or picture of yourself or any other person without the permission from a teacher.
- Accessing Internet sites that violate our school philosophy and objectives (see Handbook).

I have read the rules for acceptable computer use behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I will receive the following consequences:

- First Offence: Restricted from computer use for 1 week - parent/guardian will be notified.
- Second Offence: Restricted from computer use for 1 month - parent/guardian will be notified.
- Third Offence: Student and parent/guardian must appear before a Disciplinary Committee comprised of the Executive Committee, the principal, vice-principal and classroom teacher to determine appropriate action.

The school reserves the right to proceed directly to the second or third stage if the severity of the situation warrants it.

Student Signature: _____ **Date:** _____

As the parent or legal guardian of the minor student signing above, I have read the policy and grant permission for the above student to access networked computer services such as electronic mail or the Internet under the supervision of the teacher.

Parent/Guardian Signature: _____ **Date:** _____