TECHNOLOGY RESOURCES – STUDENT ACCEPTABLE USE POLICY

<u>**Technology Resources – Student Acceptable Use Policy**</u>

Christian Heritage Academy provides computer equipment, computer services, and Internet access to students for educational purposes in keeping with the school's mission of "offering an exemplary education based on biblical values to children of Christian families, equipping them to be lifetime followers of Jesus Christ."

"Technology Resources" Defined

The term "technology resources" shall be given the most expansive definition necessary in order to effectuate the intent of this policy. "Technology resources" includes, by way of example but not limitation, all CHA owned or provided computers (whether desktop PC, laptop, tablet, or other), all associated hardware and peripherals, servers, printers, data connections (whether phone lines, cable, fiber, or other), Internet use via CHA connections (whether phone lines, cable, fiber, or other, and whether using CHA provided equipment or personal equipment brought onto CHA property), operating systems, software, network(s), email, audio-visual equipment, or projectors. We also include personal computers or electronic devices used in any way related to CHA.

General Policies

- Conduct when using technology resources is to be reflective of and consistent with high Christian ethical and moral principles and precepts, be consistent with the high standards of character and conduct expected of all CHA students, and be in compliance with all CHA policies and with all applicable laws.

- The use of CHA technology resources is a privilege and not a right. The privilege to use CHA technology resources and/or personal computer equipment on campus may be revoked for any student who abuses or misuses any technology resource. That which constitutes abuse or misuse shall be determined within the sole discretion of CHA. Abuse or misuse shall include, at a minimum, causing damage to the equipment or a violation of any of the policies set forth in this policy statement.

- An "Acceptable Use Agreement" must be understood and signed by both student and parent/guardian before using CHA technology resources. Renewal of that agreement is required at the beginning of each school year.

- Students should expect no privacy as to any information stored on any CHA system.

- CHA makes no guarantee that its technology resources will be error free or without defect. CHA will not be responsible for any loss or damages resulting from the use of CHA technology resources, including loss of data. However, periodic backups will be made to attempt to preserve student work.

- These policies may be amended from time to time. The interpretation, application, and enforcement of these policies is within the sole discretion of CHA.

Network and Internet Access

- CHA Internet access has been established for educational purposes only, to support classroom activities and limited high quality, self-discovery activities. It shall not be used for public access, public forum, or any other private, unauthorized, commercial, political or illegal use.

- CHA students are permitted to access the Internet using CHA technology resources only if they have agreed to and signed the "Acceptable Use Agreement".

- A CHA faculty or staff member must be present and be directly supervising all students using Internet access.

- Internet access is only permitted during school hours or during sessions explicitly approved by and directly supervised by a faculty or administrative staff member.
- Students are not permitted to use instant messaging or participate in "chat groups" unless the "chat group" is expressly set up by and directly supervised by a faculty or administrative staff member in conjunction with class work or course activity.
- Internet "surfing" or accessing sites not in keeping with high moral and Christian standards is not permitted.
- Students will not post contact information (e.g., address, phone number, etc.) about themselves, CHA, or any other party.
- Students may not agree to meet with anyone met online.
- Students are not to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on any and all uses of the Internet, whether in application to public or private messages or materials posted to the Internet.
- Students are not permitted to download, print or copy materials from the Internet without permission from a faculty or administrative staff member.
- CHA is committed to providing Internet filtering software or strategies for the purposes of blocking inappropriate material on the Internet.

Computer Use and Care
- Students must have faculty or administration permission prior to using any computers and peripherals, including personal computers of any kind.
- Computers in offices or classrooms are not intended for student use. Students of CHA staff members may be permitted to only use their parent's office/classroom computer while their parent is present. Staff member will be held responsible for their child's use of their computers.
- Students must have faculty or administration permission prior to connecting any personally owned, portable electronic device to any CHA system or peripheral.
- Students are expected to treat all computer equipment with care.
- Students may not install or delete any software on any CHA computer or device unless part of classroom or instructional activity.
- Students are not permitted to change screen saver, computer desktop arrangements, or any other system, software or hardware configuration without approval from faculty or administration.
- LCD projector is to be used only under the direction and supervision of faculty or administration.
- No food or drink is permitted in the computer labs or near classroom computers at any time.

Security/Protection/Copyrights
- Students are responsible for their online accounts (Veracross, Aimsweb, Gmail, Drive, Docs, Sheets, etc.) Permission should not be given for other students to enter their accounts. Students will not ask any student for password information. Students will not give out any password information. Students will not attempt to guess or 'hack' another student's account to gain unauthorized access.
- Students will not attempt to gain access to any computer system for which they are not authorized, will not use another person's user ID or password (when applies), nor misrepresent his/her identity in the use of any technology resource.
- Students will not attempt to destroy data by creating and/or spreading computer viruses or by any other means. All users will promptly report to faculty or administration any indication they may detect that a virus is present in any CHA system.
- Students will not interfere with or disrupt another technology user's work or the proper function of information processing and network services or equipment.
- Students will not use technology resources for any purpose that violates federal or state laws.
- Students will not reproduce and/or distribute copyrighted materials without appropriate authorization.

- Students are expected to report any suspected misuses of CHA's technology resources to faculty or administration.

Personally Owned, Portable Electronic Devices
- Students are not permitted to connect personally owned, portable electronic devices to school computers or the CHA network. The only exceptions are USB drives and digital cameras for digital photography elective class and yearbook elective class with teacher supervision and approval.
- CHA reserves the right to review files on any personally owned, portable electronic device brought into the school. The administration and faculty may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. This includes, but is not limited to, electronic mail or any type of communication on electronic devices.

Web Posting
- Students may publish to non-CHA websites as a part of structured project activity under direct supervision of the classroom teacher.
- Faculty members are responsible for monitoring the content of the web pages their students create and post to any website during classroom activities.
- Students and their work will be identified by first name only. No other nicknames, surnames, usernames, or pseudonyms will be permitted.
- A student's full name, age, phone number, street or e-mail address should not be posted online EVER.
- Content posted to any website must be appropriate and accurate.
- The annual Parent-School Agreement gives consent for CHA to post images on its website for informational, promotional and other legitimate purposes, for example, such things as photos of students, photos depicting CHA school life and events, and student work), and no further or specific consent of the student, parent or guardian shall be required for such posting.
- Parents who do not wish to give this consent must complete an "Opt-out Form for Photo/Video and Work Publication Consent" for the student's file. A listing of students who are "opted- out" of this consent by their parents is maintained by the Registrar.

E-mail and Social Networking Sites
Students shall not maintain or access personal email accounts from CHA facilities or through CHA technology resources. Ultimately, parents and guardians of students are responsible for setting and conveying a standard that their child(ren) should follow when using media and information sources. We encourage parents to monitor student activity on social networking sites and students are expected to uphold CHA Standards of Conduct in their use of social networking sites.

I (we) understand and agree to comply with the guidelines documented in this Policy.

Student Signature _____   Date _____

Parent/Guardian Signature _____   Date _____