

# TECHNOLOGY POLICY AND AGREEMENT

## Acceptable User Policy

The use of technology in education presents many exciting opportunities for students and teachers at Northeast Christian Academy. These opportunities present themselves with many responsibilities as well. The goals of Internet and intranet connection are to expand research and communication, to encourage technological innovation, and to allow worldwide interaction with other institutions.

Students, parents, teachers, and staff will have access to:

1. Computers, printers, and other peripheral hardware.
2. Information and news on websites from universities, government institutions, museums, schools, technology, non-profit organizations, and commercial sites.
3. Newsgroups on a variety of topics, including science, history, math, and literature.
4. Databases providing thousands of periodicals and other publications.
5. Public domain software and shareware.
6. Licensed software.

Staff, teachers, and secondary students also have access to e-mail.

The heavy usage of school computers increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

Access to the Internet unfortunately increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Although NCA has taken precautions to restrict access to controversial materials, it is impossible to control all materials. Therefore, the responsibility is upon the student or other user not to seek questionable websites.

NCA believes that the valuable information and interaction available on the Internet far outweigh the possibility that students may seek or stumble upon materials which are inconsistent with the spiritual and educational goals of NCA or its representative families.

Before students or parents may use computers or access the Internet at NCA, they must read and agree to the acceptable use guidelines. Parents or guardians also must sign the contract for their minor students. Only students or adults with this contract on file will be allowed to utilize the Internet or e-mail through the school computers.

### A. Computer Use

#### 1. Policies

- a. Computers are to be used by permission of faculty and for school-related purposes only.
- b. Students should save files in their personal file on the server or on portable storage drives.
- c. Students should not make unnecessary printouts.

- d. Students will be charged a fee for personal printouts (\$.10 per print page and \$.25 per color print).
- e. Students are not to engage in activities that are intended to hinder another's ability to do his work.
- f. Students are not to misuse or abuse hardware and will be responsible for repairs or replacements that result from mishandling.
- g. Students are not to change or manipulate software or operating environments.
- h. Disks used at home must be scanned for viruses before use on any computer in the NCA system.
- i. Neither parents nor student are to try to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher or the network administrator.

## 2. Enforcement Guidelines

- a. Offenses will be handled on an individual basis and are punishable by:
  - Detention
  - Loss of computer privileges
  - Suspension or withdrawal from school

## B. Network Use

### 1. Policies

- a. Network users must log on with their own user name and password.
- b. Passwords may not be shared.
- c. Users must always log off when they leave a workstation.
- d. Users may not knowingly go into or read a file which has been opened under another user's password or which is not accessible to them under their own password.
- e. Students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.
- f. Students are not to use software indicated for faculty or staff use only. The network is to be used for educational purposes only and not for financial or commercial gain, or for entertainment.
- g. Software copyright guidelines are to be respected and followed.
- h. E-mail accounts are to enhance education and communication. Social e-mails are not to be exchanged.
- i. Vandalism will result in detention, suspension, or cancellation of privileges. Additionally, the cost of any repairs will be borne by the student's responsible party.

### 2. Enforcement Guidelines

- a. Offenses will be handled on an individual basis and are punishable by:
  - Detention
  - Loss of computer privileges
  - Suspension or Expulsion

## C. Internet Use Policy

1. Use of the Internet must be for an education or research project and must be consistent with the educational objectives of NCA. Students must have an assignment or permission from their teachers indicating the purpose of the Internet excursion. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret.

- a. Students are not allowed to access the Internet without permission.
  - b. Students are not allowed to download files without consent of the teacher.
2. Internet users will abide by network etiquette.
- a. Be polite.
  - b. Use appropriate language that reflects a Christian attitude.
  - c. Do not reveal your name or any other personal information, or that of others.
  - d. Remember that communication is not private.
  - e. Do not disrupt another's ability to use the Internet.
  - f. Users who note security problems must notify a teacher or administrator. The problem is not to be demonstrated to others.
  - g. Attempts to log on the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network.
3. Enforcement Guidelines
- a. A breach of these policies is taken very seriously and is punishable by detention, suspension, expulsion, or legal action, if necessary.

**Right of privacy laws do not protect users of the school network. NCA reserves the right to monitor all computer use.**

# TECHNOLOGY ACCEPTABLE User Policy and Agreement For Students

## Internet, Network, and Computers

I, \_\_\_\_\_, Grade \_\_\_\_\_, accept and agree to abide by the rules for computer, network, and Internet usage at Northeast Christian Academy. I realize that the use of the computer network is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of my use of the network, disciplinary action by the administration, and/or withdrawal from school.

Specifically:

\_\_\_\_\_ I agree to be a good steward of computer equipment. I will not tamper with hardware, software, or desktop configurations. I will not try to fix problems on my computer or others', and I will not interfere in any way with another's ability to do his work.

\_\_\_\_\_ I realize that the use of the Internet connection and the NCA network is for education and I will not:

- A. download games, media players, or other forms of entertainment without the specific permission of the network administrator
- B. download software applications
- C. install software
- D. surf the Internet or play Internet games when I should be studying or preparing for class

\_\_\_\_\_ I release Northeast Christian Academy from any liability or damages that may result from the use of the internet connection.

\_\_\_\_\_ I accept full responsibility and liability relating to consequences resting from my use of the Internet.

\_\_\_\_\_ I agree not to give my computer password to any student or parent or to allow unauthorized persons access to the school software, network or internet.

\_\_\_\_\_ I agree not to participate in the viewing or transfer of inappropriate or illegal materials through the NCA Internet connection, including but not limited to computer viruses, materials that are pornographic or that promote violence or hatred. I understand that in some cases the transfer of such material may result in legal action against me.

\_\_\_\_\_ I agree not to exchange e-mails during class or to engage in social e-mailing at any time during the school day.

\_\_\_\_\_ Insert cell phone & i-pod policy

\_\_\_\_\_ **I have read this policy in its entirety in the NCA Family Handbook.**

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_