

## **Amazing Grace Computer Use Agreement (In the handbook)**

All students are opted-in to the Amazing Grace Christian School's Computer Use Agreement. Students or parents not wanting to have access to the internet at Amazing Grace Christian School must opt-out which can be done through the school office. The use of AGC School's Computers is for educational purposes with limited appropriate personal use. Inappropriate use includes but is not limited to harassing others, hacking, circumventing network security, and visiting websites deemed inappropriate solely at AGC school's discretion. Consequences for violating the Computer Use Agreement include, but are not limited to, temporary or permanent loss of computer privileges, detention, suspension, or referral to law enforcement for investigation. For full information on AGCS's Computer Use Agreement.

## **Computer Use Agreement (On the school website)**

We believe the Bible to be the inspired and only infallible Word of God through which educational instruction, library, media and technology resources are filtered. This provides the kind of learning environment that aligns with Amazing Grace's mission statement and helps to facilitate the guidance necessary to produce academically well prepared students who model Christ-like character.

The Computer Use Agreement applies to all students, faculty, administrators, staff, volunteers or community members allowed access to Amazing Grace's technology resources. Violations of rules regarding the proper and responsible use of technology shall be reported to the Administration of Amazing Grace Christian School who will follow disciplinary action as outlined in the Parent/Student Handbook. In addition to disciplinary consequences, a person will subject herself/himself to the possibility of losing the privilege of using the technology available at Amazing Grace because of irresponsible, unethical, or illegal usage. These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications.

In order to promote the ethical and responsible use of technology, rules are established for the good of the individual and the Amazing Grace's School community and in compliance with federal law. Specifically, these rules are as follows:

### **A. Care of Equipment**

1. The implementation and upgrading of technology is a costly endeavor. Everyone will be instructed in the proper and careful use of computers and other forms of technology. No one is to tamper with or be destructive with computers and other hardware, potentially negating the warranty. Everyone is expected to behave ethically and responsibly with computers as with everything else they use.

2. All AGCS computers are under warranty with HP certified repair maintainer of the technology program and as such performs a variety of maintenance tasks on individual units. At times when during repairs, Amazing Grace recognize irresponsible, unethical, or illegal usage, Amazing Grace will undertake the appropriate action based on the technology Computer Use Agreement, the Parent/Student Handbook and federal law.
3. Facilities where computers are located are meant to be areas of learning. Students are to be considerate of others who are using the computers for work.
4. The use of a computer in the school will be assigned according to priority. A class that has reserved the computers has first priority. A student working on a class assignment has priority over leisure users.
5. If inappropriate use of hardware or software programs leads to damage, the offender will be charged for the damages or replacement of the hardware or software.
6. Students, faculty, staff, administration and all volunteers shall comply with copyright laws in the use of software, including loading and using software without proper licensing. The use of the network or the Internet as a valid academic resource is governed by the same rules which apply to library resources. Improper use of distribution of information is prohibited. This includes using the network for financial gain or for illegal or commercial activities. The use of another person's work, without proper reference or permission, is considered plagiarism and will be subject to disciplinary action as outlined in the Student Handbook.

## B. Conduct

1. Tampering with the network or a computer to impair the functionality of either, or knowingly initiating a computer "virus" on a computer or a network which modifies or destroys the work of others shall be considered a serious offense of vandalism. Vandalism will be dealt with as outlined in the Parent/Student Handbook.
2. Attempting to subvert security systems or to bypass restrictions set by the network administrator, (hacking), is considered a serious offense of vandalism and will be dealt with as outlined in the Student Handbook. This includes but is not limited to hacking (inside and out of the network), using proxies to circumvent our Watchguard filtering software, and attempted theft or cracking of passwords.
3. The use of profanity or vulgarity is prohibited. This includes viewing, downloading, sending, storing or printing files or messages that are profane, obscene, or that use language that offends or degrades others.
4. Accessing the emails, accounts, and files of others is prohibited. Logging in as another person, using another person's files, altering a program that belongs to another,

or using a computer that another student has not logged out of are violations of another person's right to privacy. Posting personal information (name, address, phone number, credit card number, password, etc.) belonging to another person is strictly forbidden. Such violations are no different from stealing and will be dealt with in the same manner as stealing as outlined in the section on Personal Integrity in the Student Handbook.

5. The e-mail system is to be used only for the exchange of appropriate information. There are to be no emotionally charged, derogatory, or otherwise inappropriate exchanges on the e-mail system. The sending of chain letters is prohibited. Forwarding of non-academic messages is not appropriate.

6. Communication between faculty and students should be limited to Amazing Grace Christian School-related topics or academic content. E-mail of a personal nature should not be exchanged between faculty and students. Faculty and staff are prohibited from engaging in students and/or parents social networking relationships. For faculty and staff this means that any previous social networking relationship prior to employment or volunteering at Amazing Grace must be eliminated and this will stay in effect until 1 complete year after employment ceases.

7. Student, faculty and staff e-mail accounts provided by Amazing Grace are not to be used to subscribe to non-academic online services and should not be posted at any non- Amazing Grace School related online profile.

8. The exchange of information between students using the technology available to them is to enhance the learning process. E-mail use during class is acceptable when approved by the classroom facilitator.

9. Students have email and online cloud storage through Microsoft Live@Edu. Microsoft Live@Edu includes Outlook Live, Skydrive, Live Mesh, and Office Live. Student Microsoft Live@Edu accounts are for saving and exchanging information and will be instructed on access and usage. Only files that are to be used for academic purposes should be saved on the Microsoft Live@Edu account. **Microsoft Live@Edu files are subject to being opened, viewed, or accessed by Amazing Grace school staff. Students or families should not have an expectation of privacy. Once saved, on the computer or online, they are the property of Amazing Grace School. It will be assumed that all Microsoft Live@Edu accounts and files will be periodically checked for compliance.**

10. When allowed to use a computer for a test, all documents and programs, except those specifically allowed for the test, must be closed, not minimized. A computer's task bar should be visible at all times.

11. Sound must be turned off, except when it is being used as part of a class.

12. Students are not permitted to play games of any kind on the network in class without permission.

### C. Internet Safety

1. Because the network is the property of Amazing Grace, Amazing Grace reserves the right to monitor all communications through the network without any notice. As part of an investigative procedure when irresponsible, unethical or illegal usage is presented, Amazing Grace reserves the right to open files and documents, search a computer's history and any other means to track such usage.

2. The Internet is to be used for scholarly research and as a means of obtaining information. Students, faculty and staff are not to join chats at Amazing Grace unless there is a legitimate academic reason to do so. Chats offer opportunities to develop relationships with people through the Internet; however, everyone should realize that there are certain safety measures to consider when communicating on the Internet. Frequently, it is impossible to really know with whom one is communicating; therefore, one should not give out personal information (name, address, phone number, etc.). The Internet offers access to information that is inappropriate (ex. pornography, vulgarity, gambling, militant/extremist materials, etc.). No one may access information of this sort.

3. It is possible that a photo, audio, or video of a student may be published on the internet, either individually or as part of a group. Amazing Grace's administrator reserve the right to take down or mandate removal of inappropriate content from public or private internet postings. Applicable disciplinary action may ensue depending on compliance and severity of inappropriate content.

4. Assisting others in violating these rules is considered unacceptable behavior and is subject to disciplinary action.

5. Amazing Grace does not warrant that the computer network/internet will be uninterrupted, free of viruses or other harmful components, or free of inappropriate or offensive material. It is the nature of the internet that it includes material that is illegal, defamatory, inaccurate, and offensive. Upon noticing any inappropriate material, a student will immediately turn off the monitor and report the incident to the teacher.

\*\*These policies will be evaluated and updated as needed in response to the changing nature of technology and its applications.