



The following describes the **Computers and Telecommunications Acceptable Use Policy**, which every student and their parent or guardian must read/understand, agree to and sign if they are to use the network at Alma Heights Christian High School (AHC HS).

AHC HS provides Internet access to all its computers on campus. Students have access to computers in the three supervised labs on campus and some of the classrooms. In addition, registered students are able to access the Internet via our wireless network using laptops. **All students accessing the wireless network on personal devices must register the address of their network card (MAC address) with the network administrator.**

AHC HS has Internet filtering but no filter is 100% effective. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that AHC HS does not have total control of the information on the Internet. Personal judgment will always be the best filtering device.

In addition every student in grades 5 through 12 will be given an email account. The account is a gmail-based account (example: **username@almaheights.org**). Students will use their account to access Google Docs, Mail, Calendar and Sites. Using their account students can access school and class calendars, hand in assignments online, collaborate with classmates and organize themselves using their own calendar.

A. Purpose

- ▶ AHC HS network has been established for the purpose of education.
- ▶ AHC HS network is not to be used for commercial purposes.

B. Unacceptable Internet use consists of, but is not limited to the following:

- ▶ Transmitting, accessing, printing, downloading or uploading any material, which might be deemed pornographic, obscene, sexually explicit, indecent or vulgar.
- ▶ Transmitting, accessing, printing downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, defamatory or racist.
- ▶ Opening and/or sending spam email or clicking the “Display Images Below” link to open images on a spam email.
- ▶ Vandalizing, damaging, disabling or gaining unauthorized access to another person’s property, files, data, or materials.
- ▶ Uploading content and/or creating links to our school site without teacher authorization.
- ▶ Changing any system settings such as desktop wallpaper, screen savers, e-mail settings, program icons, etc. except in Mac Lab on your own personal account.
- ▶ Accessing, printing, downloading personal web pages, music, photos etc.
- ▶ Engaging in any commercial or business activity.
- ▶ On-line game playing.
- ▶ Printing, downloading or uploading information from a personal disk without permission.
- ▶ Chat rooms and instant messaging.
- ▶ E-mail, except when using an assigned Alma Heights account for educational purposes.



- ▶ Downloading unauthorized files from the Internet. This includes but is not limited to any freeware, shareware and/or demo programs and music files. In addition no video streaming through such applications as YouTube may be viewed unless as part of a class assignment or research project.
- ▶ Absolutely no peer to peer downloading from applications like Limewire, Acquisition, BitTorrent, uTorrent, etc.
- ▶ Viewing of or posting to social networking sites such as (but not limited to) Facebook and Myspace unless under the direction and permission of a teacher.
- ▶ Posting of private information about yourself or another person.
- ▶ Using proxies to bypass blocked sites.
- ▶ Allowing other students to log in to the network or a computer using your username and password.

C. Personal Safety

- ▶ You will not post contact information about yourself or other people. Personal contact information includes any or all of the following: first and last name, age, gender, home address, telephone number, school address, work address, class schedule, etc.
- ▶ You will promptly disclose to your teacher or other school employee any communication you receive that is inappropriate or makes you feel uncomfortable.

D. Illegal Activities

- ▶ You will not attempt to gain unauthorized access to the AHC HS network or any other computer network using the AHC HS network resources.
- ▶ You will not use the AHC HS network to engage in any illegal activity.
- ▶ You must not willfully cause damage to AHC HS computing equipment.
- ▶ You will not assume the identity of another person or send emails from an email address other than your email address.

E. Network Security

- ▶ You are responsible for your account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. If another person gains access to your account and uses it in violation of the Acceptable Use Policy, both you and the offending student can lose all access through the network and can face disciplinary action.
- ▶ You are required to use a strong password, as determined by the email application.
- ▶ You will immediately notify a teacher or the network administrator if you have identified a possible security problem, including someone gaining access to your account.
- ▶ You are to only use the computers reserved for student's use.

F. Plagiarism and Copyright Infringement

- ▶ You will not plagiarize anything from the Internet. (Please see the section on plagiarism in the student handbook.)
- ▶ Most of the content on the Internet is copyrighted. This includes images, text, sound effects, videos, etc... Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a



work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. Ask a teacher if you have any questions.

G. Search and Seizure

- ▶ AHC HS reserves the right to gain access to all information in the network which includes but is not limited to student email accounts, documents, sites and calendars. It may do so for any purpose. This may occur with or without prior notice to anyone.

H. Limitation of Liability

- ▶ AHC HS makes no guarantee the functions of the services provided by or through the AHC HS network will be error-free or without defect.
- ▶ AHC HS will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service.
- ▶ AHC HS will not be responsible for financial obligations arising through the unauthorized use of the network or Internet.



AHC HS Agreement for the Use of Computers and Telecommunications

Parental Consent Form

Alma Heights Christian High School (AHC HS) has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that AHC HS does not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, AHC HS supports and respects each family's right to decide whether or not their child may have access to this resource.

I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunication and have either explained it to my child/ward or I have assured myself that the student understands it. I understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at AHC HS. I also understand that if my student is in grades 5 through 12 he/she will receive an email account from AHC HS.

Check only one:

I hereby consent to my child having access to, and use of, the telecommunications resources at AHC HS, I also hereby indemnify and hold harmless AHC HS from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I **do not** consent to my child having access to, or use of, the telecommunications resources at AHC HS.

I consent to my child using educational software **but not having access to the Internet** at AHC HS.

Please indicate any special conditions below. (i.e. My child may use the Internet only during structured class time.)

SPECIAL CONDITIONS

PARENT SIGNATURE

DATE

NAME OF PARENT/GUARDIAN (PLEASE PRINT)

NAME OF STUDENT (PLEASE PRINT)

GRADE



AHC HS Agreement for the use of Computers and Telecommunications Student Form

INITIAL

I have read the Acceptable Use Policy for Computers and Telecommunications, I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges may be revoked, and disciplinary action, and/or appropriate legal action may be taken.

INITIAL

At any time, my parents / guardians can request to view my school's email and computer usage practices to ensure I am adhering to this agreement. I will show them any and all aspects of the computing system that I use and will not hide anything from them.

INITIAL

I commit to **checking my email daily** and that I am responsible for viewing email sent to me and will not rely on others to notify me that I have a new message.

INITIAL

I understand that my use of computers and the Internet at school is a *privilege* granted only for educational use and that I am in violation of this agreement if I use it for other purposes.

STUDENT SIGNATURE

DATE

NAME OF STUDENT (PLEASE PRINT)

NAME OF PARENT/GUARDIAN (PLEASE PRINT)