

AMERICAN SPIRIT ACADEMY EL CHRISTIAN STUDIES  
NETWORK/COMPUTER USE POLICY  
2009-2010

## **PHILOSOPHY**

ELCS believes the use of technology and computers is a vital component of the educational process. Therefore, all students, faculty, and staff are expected to use these tools and resources in an appropriate manner to further the educational process while glorifying our Lord.

## **APPLICABILITY**

The policy applies to all faculty, staff, students, and guests of ELCS.

## **GENERAL USER STANDARDS**

### Students

All students, preschool through 12<sup>th</sup> grade, shall have access to instructional software and data files. Access to the Internet shall be in a fully supervised environment (classroom teacher, designated teacher's aid or designated parent present) and only through the school's site-filtering software which may be modified by the Network Supervisor upon request and/or need. In classes requiring students to have their own files, only data files are allowed (no application files such as games or utilities). Students are not allowed to use the Internet in an unsupervised environment.

### Faculty/Staff

Access to the Internet shall only be through the school's site-filtering software which may be modified by the Network Supervisor upon request and/or need.

### Guests of ELCS

Access to the computers and Internet may be granted by the Network Supervisor, under supervision, and only through the school's site-filtering software.

## **INTERNET ACCESS SOFTWARE AND TERMS**

Internet access is only allowed through the proxy server and/or through the designated Gateway. The Proxy Server can create a log, which may be printed and reviewed randomly by the Network Administrative Staff. Suspicious URL visits will be reviewed.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the Net and is inappropriate. Illegal activities are strictly prohibited.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

### *-Copyright*

Most software and much of the information posted on the Internet is copyrighted. Violations of software licensing agreements may constitute

serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

*-Games*

Games are not to be installed or played on ELCS computers (including games brought from home). This includes Microsoft installed games such as solitaire. The Internet is not to be used for the playing of games or participation in contests. Instructional games and game-like software used in the course of education and accompanied by an ELCS license is excluded from this prohibition.

*-Music*

Music is not to be downloaded, installed or played on ELCS computers, including web-based radio stations.

Teachers may play music of their choice during a given class period. (The only exception to this rule is when instructional reasons permit students to find music for a school-based project such as a PowerPoint presentation.)

*-Desktop Themes/Screensavers/Cursors*

No desktop themes, screensavers, or alternate cursors are to be downloaded or installed at any time on ELCS computers. Desktop themes and screensavers are the number one cause of viruses on computers, thus all installation is prohibited. This includes teacher computers, although teachers are permitted to change the picture on their desktop or be granted special permission to install a screen saver that is not obtained from the web, as this is one of the leading causes of viruses.

## **NETWORK/INTERNET/EMAIL REGULATIONS**

Students and untrained faculty/staff are not permitted use of ELCS Server computer. The server is used to provide all ELCS students, faculty and staff the opportunity to gain access to the Internet, and is only to be operated by Network Administrative Staff. In addition, students, or faculty/staff may not post information to the ELCS web site without the supervision/permission of the Network Administrative Staff.

- The use of your account must be in support of education and research and consistent with the educational objectives of ELCS Do not give your password to anyone, or if given the option, change your password or the password of the computer you are operating on.
- No food, drink, or candy is to be consumed around school computers.
- Do not use or alter anyone else's Internet account.
- Do not alter screen savers or desktop backgrounds unless your instructor gives you permission (for a single class purpose only). This includes downloading themes/pictures for background use. These alterations must be restored to default at the end of the instructional class period.
- Do not break in or attempt to break in to unauthorized files on this network, or any other computer network.
- Users are not permitted to use any type of instant messaging, chat rooms, blogs or any non-educational games (including on-line-gaming).
- Student users are not permitted to access any private email accounts (including Hotmail, etc.) from school computers. Only teacher assigned email to a designated grade account will be permitted for educational research purposes. Staff/faculty are permitted to access private emails in moderation, however discretion must be exercised to prevent viruses and spy ware from affecting faculty/staff computers.
- Do not create or share computer viruses.
- Do not destroy another person's data.

- Do not monopolize the resources of the network by such things as running large programs and applications or sending large files over the network during the day.
- You are not permitted to get from or put onto the network any copyrighted material (including software) or threatening or obscene material.
- Purposefully annoying other Internet users, on or off the ELCS system is prohibited.
- Even though a student access to Internet sites is filtered, ELCS recognizes that this software is not absolutely capable of filtering all sites the school, parents, and/or students may deem as inappropriate. Therefore, all users should report the knowledge of any such site reached through the ELCS access to the network supervisor, classroom teacher, or other administrator. These sites will be blocked immediately if necessary. Such sites include the content or portrayal of pornography, obscenity, or “hate sites.”
- As a user of this community system, users should notify the network supervisor of any violations of this contract taking place by other users or outside parties. This may be done anonymously either to a teacher or administrator.
- Students will not reveal their names and personal information to, or establish relationships with “strangers” on the network, unless the communication has been coordinated by a parent or teacher.
- When sending educational related emails:
  - Be polite. Do not write or send abusive messages to others.
  - Use appropriate language (this includes not using derogatory slang or computer shortcuts).
  - Do not reveal your personal address, photos, or phone numbers, or those of other students, colleagues or faculty/staff.

Note that this educational approved electronic mail is not private. People who operate the system do have access to this mail. Messages relating to or in support of illegal activities will be reported to the authorities.

## **CONSEQUENCES OF REGULATION VIOLATIONS**

The Network Supervisor may suspend or close an account at any time as required. The administration, faculty, and staff of ELCS may also request the network supervisor to deny, revoke, or suspend specific user accounts. Such measure would prevent accessing any network resources, including the Internet, educational e-mail, in-house databases, and/or any other resource located on the ELCS Network or individual computers.

*1<sup>st</sup> Offense* – Violations for infractions other than vandalism constitutes a Detention and/or Suspension (grades 5-12) or Administrative Assignment (grade Pre-4), in addition to loss of network/computer use for at least two full weeks.

*2<sup>nd</sup> Offense* – Violations for infractions other than vandalism result in cancellation of services for the remainder of the year.

*Vandalism Clause* – Shall result in immediate cancellation of all privileges. Vandalism is defined as any attempt to harm or destroy hardware, operating systems, or applications of another user. This includes uploading or creating computer viruses. The cancellation privilege is for the remainder of that school year. In addition, the administrators or board of ELCS may employ other actions as each case is reviewed individually.