

# Washtenaw Christian Academy Technology Acceptable Use Policy

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It is the policy of the Board of Washtenaw Christian Academy (WCA) that both students and employees will use technology responsibly and abide by the **WCA Technology Acceptable Use Policy**. As a Christian school, we feel it is important that we be above reproach in all things. The purpose of this policy is to protect students, staff and the school from illegal, immoral and objectionable content/action.

The Technology Acceptable Use Policy (TAUP) regulations will be distributed to all students prior to accessing computers. Access will be allowed only after the student and parent have agreed to abide by this policy as evidenced by their signature on the TAUP agreement. The agreement must also be on file in the school office.

A new signature page will need to be signed and submitted each year.

Student IDs will also be assigned only after the signature page has been submitted to the school office.

Furthermore, the TAUP and any accompanying regulations pertaining to student use should be posted in the computer lab.

WCA may at any time make the determination that particular uses of the internet are or are not consistent with the goals of WCA.

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Washtenaw Christian Academy believes that technology has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical and appropriate use of technological resources.

This policy applies to access and use of technological resources by faculty, staff, administrators, students and any other user. For purposes of this policy the term "technological resources" shall include, but not be limited to, telephones, voice mail applications, desktop computers, computer networks, Internet, electronic mail applications and video security systems, which are owned or operated by WCA. The term shall also include non-WCA technological resources used in the performance of official duties by faculty, staff, or administrators, but only to the extent of such use.

A "user" is any person, whether authorized or not, who makes any use of any technological resource from any location.

Use of WCA technological resources, even when carried out on a privately owned computer that is not managed or maintained by WCA, is governed by this policy.

## **Student Responsibilities**

The student agrees to adhere to the TAUP and refrain from the items listed in the *Unacceptable Use* section below. The student realizes that the use of the WCA technological resources is a privilege, not a right, and can be revoked. The student will obtain parental permission before having access to computers.

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## ***Parent Responsibilities***

The parent should read and understand the TAUP and provide parental permission for their student to use WCA technological resources. Ultimately, the parent is responsible for determining to what degree they want their student to have access to WCA technological resources. Parents are expected to convey to their students what standards they should use in addition to the items outlined in the TAUP.

In addition to the TAUP, the parent must give their permission before their student's work, name, and /or picture may be displayed on the Internet. (See "Release to Display Student Work Electronically" form.)

## ***Staff Responsibilities***

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of WCA.

Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

Staff will visit web sites ahead of time to preview them before sending students to the sites.

## ***School Responsibilities***

WCA will maintain filtering software which blocks user access to inappropriate sites to the best of its ability.

WCA will provide basic training for students that clearly spell out what is appropriate use of WCA technological resources and what is not. Students will be given general instruction about what is available on the internet and how they can find what they are looking for through searches. They will also receive instruction in proper citing of sources.

Use of WCA technological resources by students will be supervised by a teacher, staff member or trained parent. All attempts will be made to assure that students visit appropriate internet sites (however, it is not possible to guarantee that inappropriate sites will never be accessed by students).

WCA will not permit Internet access to students who do not have a signed TAUP Parental Permission form.

WCA will not permit students in grade 4 or lower to conduct independent searches of the internet.

WCA will keep records of the incidences of inappropriate WCA technological resources use and will apply appropriate consequences.

Classroom Internet Projects:

- Related desk work will be provided to students whose parents do not provide TAUP parental permission.

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### Publishing Student Work:

- Verification of signed "Release to Display Student Work" form will be done prior to posting student's work.
- Student work that is published on the internet will be identified by first names only.

### ***Acceptable Use***

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of WCA.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- From time to time, WCA will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- Information technology (IT) resources may be used only for their authorized purposes, that is, to support WCA's primary mission. The particular purposes of any IT resources, as well as the nature and scope of authorized use and incidental personal use, may vary according to the duties and responsibilities of the user.
- Users are entitled to access only those elements of WCA technological resources that are consistent with their authorization.
- Incidental personal use of WCA technological resources is allowed, such as Web browsing and personal e-mail, as long as it is consistent with this TAUP and any applicable departmental work-unit policies and guidelines. The capacity of IT resources available beyond acceptable use will vary over time and so individual use will be restricted if it interferes with WCA's primary mission.

### ***Unacceptable Use***

- Giving out personal information about self or another person, including but not limited to, home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others.
- Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- The unauthorized installation of any software, including shareware and freeware, for use on WCA computers is prohibited.
- Use of the network to access or process inappropriate or pornographic material (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.

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- The WCA network may not be used for downloading entertainment software or other files not related to the mission and objectives of WCA for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of WCA.
- Ordering of any product or service for which there is a charge is prohibited.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher.
- Entering chat rooms or other social networking sites is prohibited.
- Use that is inconsistent with WCA's non-profit status.
- Use that damages the integrity of WCA technological resources. This category includes, but is not limited to, attempts to defeat system security and unauthorized access or use.
- Unless specifically authorized by the network system administrator, no user will connect networking equipment (routers, hubs, "sniffers", etc.) to the WCA network, nor operate network services software (routing, "sniffing", name service, multicast services, etc.) on a computer attached to the network.

## ***Penalties***

- Users found to have violated this TAUP are subject to penalties provided for in other WCA policies dealing with the underlying conduct. Such users may also face IT specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges.
- The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the system administrator.

## ***Disclaimer***

- WCA reserves the right to change its policies and rules at any time.
- WCA cannot be held accountable for the information that is retrieved via the network.

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## Signature Page

I have read the ***Washtenaw Christian Academy Technology Acceptable Use Policy***. I understand that violating this policy may result in the loss of the use of WCA technological resources and that disciplinary action may be taken in accordance with WCA policy.

Students Name (Please Print): \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I (We), the undersigned parent(s)/legal guardian of \_\_\_\_\_, have read, understood and thoroughly discussed with my son/daughter the *Washtenaw Christian Academy Technology Acceptable Use Policy*, the terms of conditions of which are incorporated herein by reference, and hereby agree to the conditions, rules and regulations. By executing this Agreement, I (we) expressly agree to be responsible for my (our) son/daughter's proper use of WCA technological resources in conformance with the *Washtenaw Christian Academy Technology Acceptable Use Policy*, and to assume all responsibility for all liability associated with his/her use of said technology. I (We) further understand and agree that WCA and its staff assumes no responsibility for the student's use of said technology except for what is specified in this agreement. I understand that violating this agreement may result in the loss of the use of WCA technological resources for my child and that disciplinary action which can lead to suspension, expulsion and/or legal action may be taken in accordance with WCA policy.

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Parent(s) / Legal Guardian(s)

\_\_\_\_\_  
\_\_\_\_\_  
Date

WCA recommends that parents discuss the safety and security issues of using electronic forms of communication (email, chat rooms, etc.) with your child (e.g. not disclosing personal information such as address, phone numbers, etc.).