

Faith Christian Academy Technology Acceptable Use Policy

Faith Christian Academy (FCA) is providing computer network and Internet access for its students and employees. This service allows students and employees to share information, learn new concepts, and research a variety of subjects for educational purposes. In accordance with our established mission and goals, Faith Christian Academy seeks to honor and glorify God in all things as stated in Colossians 3:23. Scripture offers some guiding principles: Proverbs 3:21 – My son, present sound judgment and discernment, do not let them out of your sight.”; Psalm 101:3A – “I will set no worthless thing before my eyes.”; and the guiding principles set out in Philippians 4:8.

FCA has adopted this Technology Acceptable Use Policy to set guidelines for accessing the computer network or the Internet service provided by FCA. All users are required to sign and submit a copy of this policy to FCA annually. Students must have a parent/guardian sign this policy as well. By signing this agreement, the user agrees to follow the rules set forth in this policy and to report any misuse of the hardware, the computer or the Internet to a teacher or supervisor. The users of this service who agree to this policy also understand that FCA may revise the Acceptable Use Policy, as it deems necessary. Changes will be posted on the school’s website. The “user” is defined by anyone who accesses or who has access to FCA’s Internet and/or technology equipment.

Computer & Internet Use

Use of the electronic information resources in the school shall be to improve and support the educational process and providing opportunities for communication between students, employees, parents, and community members. The use of the Internet and technology equipment within FCA is a privilege. Violation of this policy may result in disciplinary action and/or restriction of technology equipment access privilege.

Acceptable Uses

All Internet or technology equipment use shall be consistent with the purpose and goals of Faith Christian Academy. Users of the Internet or technology equipment must conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

Impermissible Internet and Computer Equipment Uses

The following uses of the Internet and computer equipment are prohibited:

1. Any violation of posted computer lab rules, applicable school policy, or public law by such use;
2. Any activity that is immoral or contrary to the high moral and Christian standards that must be maintained in a Christian educational setting;
3. Any attempt to bypass school security, including Internet filters, is forbidden;
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means;
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
6. Any violation of copyright, trade secret or trademark laws;
7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource;
8. Any attempt to access information beyond the users authorized access to any electronic information resource;
9. Any destruction, defacement, theft, or altering of school equipment;
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

Monitoring

FCA reserves the right to monitor and review any material on any device at any time in order for the school to determine any inappropriate use of technology resources. The staff will make a reasonable attempt to supervise use of technology equipment, in a manner that is appropriate to the students' age and the circumstances of use.

Disclaimer of all warranties

FCA makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or technology equipment. Neither FCA nor any supporting Internet services will be responsible for any damages that an Internet user suffers. FCA expressly disclaims any liability in connection with the loss of data resulting from delays, nondeliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by FCA or the Internet server or by the users error or omissions. Use of any information obtained via the Internet is at the user's own risk. FCA expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

Security

FCA will implement security procedures on Internet access to protect against unacceptable use. Technology users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone, with the exception of parents/guardians or administration is not permissible and may result in the lost of account privileges. Technology users will be held accountable for any activity under their account.

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator.

Personal Internet Use

Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression such as a threatening message to another student or a violent Web site creates issues at school. Students may face school discipline and if applicable the proper authorities will be notified.

General Policies

1. Use of school technology (devices, network, Internet connection, etc.) is not private. Students should be aware that any user data or network traffic may be reviewed if necessary.
2. Backup of user data not stored on school servers is the user's responsibility.
3. Bandwidth intensive activities should be limited to academic purposes only during the school day.
4. Do not attempt to gain access to technology resources (e.g. email accounts, website logins, document storage, etc. without authorization). Improper access should be reported to the administration.
5. Flash drives are to be used for saving and transporting student assignments and may not be used to download to the school's computers.
6. Sending or receiving instant messages (texting, iMessage, etc.) is prohibited during the school day. Students are responsible for enabling "Do Not Disturb" mode on their tablets, phones, watches, etc. Students may message a parent/guardian about schedule changes after school only or with permission from the school office.
7. Non-academic gaming is prohibited during the school day.
8. Technology users must take responsibility for their own actions-- Using technology responsibly includes
 - Using FCA technology resources/equipment/Internet only for legal activity;

- Respecting the privacy and rights of yourself and others; e.g.:
 - Access only your own accounts and keep your passwords secure.
 - Obtain permission prior to capturing audio, images, or video of others.
 - Use God-honoring language in all electronic communication.
 - Do not make private information available publicly or share it inappropriately.
 - Any hacking activities will not be tolerated and will face disciplinary action.
- Respecting the content created by other and acknowledge/give credit when referencing material
 - Do not vandalize data.
 - Do not attempt to access limited resources.
- Being good stewards of limited resources
 - Use care with equipment to avoid damaging it.
 - Use care with software and network access to avoid degrading it.
 - Respect finite resources such as bandwidth or disk space by limiting use to educational activities during the school day.
- Respecting the authority of administrators, teachers, and staff; e.g.:
 - Students may only be in computer labs under the supervision of a teacher, parent or administrator.
 - Stay on task during guided technology use or class instruction.

School Owned Devices

1. Do not remove or modify school installed software (including apps) from school devices
2. Do not install software (including apps) on school owned devices
3. Do not modify, damage, or disassemble school owned devices which includes changing items on the background, etc.

Family/Student Owned Devices

1. Special permission to use a personal laptop, tablet, or smart phone during the school day must be approved by the administration.
2. Students are responsible for caring for their own property, even while on school grounds. Lost, stolen, or damaged devices are not the responsibility of the school.
3. Students are responsible for following all school policies while at school or using school resources, even when using their own devices.

Penalties for Improper Use

Any user violating this policy or applicable state and/or federal laws will result in disciplinary action and may be restricted from Internet use. Technology equipment infraction may result in disciplinary action including, but not limited to, suspension and /or referral to legal authorities according to the nature of the offense. We reserve the right to limit or revoke access to devices as needed due to discipline issues.

Improper Use/Postings on Social Media

Though FCA does not “police” social media sites, all those associated with FCA (administrators, teachers, parents, students, etc.) are expected to be honoring to the principles established in Scripture as found in Philippians 4:8, Ephesians 4:29, etc. and post only words and pictures that would be honoring to Jesus Christ. If postings, etc. are brought to the attention of the administration, appropriate action will be taken as deemed necessary. Cyberbullying

will not be tolerated. The actions of our school family is expected to be consistent with the standards of Scripture both during school hours and after school hours.

Code of Ethics

I will act with honesty, integrity, respect for the rights of others, and with the intent of helping others to respond to the same code. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others with whom I communicate. I agree to follow Faith Christian Academy’s policies and rules regarding technology use. I will apply Philippians 4:8 to my electronic communication: “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

I have read, understand and agree to abide by the Technology Acceptable Use Policy.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Faculty/Staff Signature _____ Date _____