

# **Computer and Internet Policy**

# Acceptable Use Policies

## **Acceptable Use Policy and the Children's Internet Protection Act (CIPA)**

Use of educational technology at Imlay City Christian School is a privilege extended to students, faculty and staff to enhance learning and exchange of information. Each user of technology shall understand the following Privileges, Responsibilities, and Disciplinary Action statements and sign the User's Privileges Declaration form prior to accessing and using educational technology.

***In order to remain compliant with the Children's Internet Protection Act (CIPA), Imlay City Christian School will install firewall hardware and software, as indicated by their technology plan, to protect the school and the student. The School will also ensure that all workstations specified for student use have appropriate filtering software installed.***

Imlay City Christian School will review the Technology Code of Ethics (Acceptable Use Policy) annually and update it as appropriate.

### **Privileges**

- A. Users may have the privilege to use all authorized hardware and software (and be assigned a student/faculty/staff account) for which they have received training to facilitate learning and enhance educational information exchange.
- B. Users may have the privilege to access information from outside sources, which facilitates learning and enhances educational information exchange.

Users may have the privilege to access the Internet to retrieve information, which facilitates learning and enhances educational information exchange.

### **Rules of Conduct**

- A. Users shall utilize technology in the school ONLY for facilitating learning and enhancing educational information exchange consistent with the purpose of the school.
- B. Students will only access the Internet and/or World Wide Web on computer workstations that are filtered, monitored and/or supervised in order to prevent access to: (a) materials harmful to minors, as defined by 47 U.S.C. § 254(h)(7)(G); (b) visual depictions of obscene materials, as defined by M.C.L. § 752.361-364 and (c) child pornography, as defined by 18 U.S.C. § 2256. Authorized adult users shall not access, via the Internet and/or World Wide Web, obscene materials or child pornography and shall strictly adhere to any and all rules and technological procedures regarding filtering, monitoring and/or supervision that the School currently employs or may employ in the future applicable to authorized adult users. Users shall not attempt to circumvent a filtering or monitoring device in accessing the Internet and/or World Wide Web.
- C. Users shall properly use and care for that hardware and software which they have been trained and authorized to use. Users are prohibited from using any technology for which they have not received training.
- D. Users shall log into any network only with a user identification and password they have been assigned. Users are prohibited from using another user's log in ID and password. Users will not access or modify other accounts, data, files or passwords without authorization. Users will not add, delete or modify software programs without authorization.
- E. Users shall adhere to all rules established by the technology facilitator and/or classroom teacher for use of the hardware, software, computer labs, media centers, and networks in the school.

- F. Users shall use all computer/technology networks appropriately and will not disrupt the use of the network for others.
- G. Users shall obtain permission from the building administrator or designee before bringing personal software and using it on school equipment.
- H. Users shall prevent the knowing installation of computer viruses on school equipment and shall not attempt to gain access to any area of the School's network which the user is not authorized to access or engage in hacking.
- I. Users shall not relocate, remove from school premises, or modify without the permission of the building administrator or designee any hardware or software.
- J. Users shall adhere to the classroom printer user guidelines and limits established by the building administration or designee.
- K. Users shall maintain the privacy of passwords and are prohibited from publishing or discussing passwords without authorization.
- L. Users shall neither download nor store material received via the Internet or otherwise that is inflammatory, harassing in nature, sexist, otherwise inconsistent with this Acceptable Use Policy and/or the educational objectives of the School, including inappropriate test files or files dangerous to the integrity of the school's network, equipment or software.
- M. Users shall make all subscriptions to Listserves or Newsgroups known to the building administrator or designee and must seek prior approval before requesting such subscriptions on the Internet.
- N. Users shall maintain the integrity of the electronic mail system (e-mail), reporting any violations of privacy, and making only those e-mail contacts, which facilitate learning and enhance informational exchange. Users are responsible for reporting any messages relating to or in support of illegal activities to the building administration or designee.
- O. Users shall maintain the default electronic log of all contacts made on the Internet, and logging the full Internet address of any files transferred or downloaded.
- P. Users shall not use school technology to make any unauthorized disclosure, use or dissemination of personal information regarding students. This includes, but is not limited to, the use of Chat-rooms (i.e. Instant Messenger, IRC, AOL Messenger), email, web pages, newsgroups and/or list serves.
- Q. Users shall adhere to the copyright guidelines in the use of hardware and software and in transmission or copying of text or files on the Internet or from other sources. Users will not use School technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership.
- R. Users shall not use the technology for private business enterprise, for product advertisement or political lobbying.
- S. Users shall not maliciously use technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.
- T. Users shall obtain the approval of the building administrator before publishing school related material on the Internet, School or School home page.

#### Disciplinary Action

- A. Any user violating any of these Privileges and Rules of Conduct will face disciplinary action and may be banned from using school hardware and software.
- B. Users will be required to make full financial restitution for any unauthorized expenses incurred by the School or any damage to the School's computer network, including without limitation, hardware, software or files.
- C. Vandalism will result in suspension and may also include further disciplinary action including referral to the appropriate law enforcement agency.
- D. Users violating any of these Privileges and Rules of Conduct may be required to attend additional training sessions in order to continue using school technology.

- E. Users violating any of these Privileges and Rules of Conduct may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.
- F. If a student damages equipment and service is required (such as, but not limited to, switching keys on the keyboard, changing dip switches, etc.), the student will pay for the service call and will be assigned a minimum of one (1) day suspension. A second (2<sup>nd</sup>) offense relating to equipment damage will result in the student paying for the service and a minimum of three (3) day suspension.

If a student is in a computer file or part of the computer system without authorization, the student will be assigned a minimum (1) day suspension from school. If the student causes damage to a file or part of the computer system and a service call is required, and the technician can directly connect the damage to the student's actions, the cost of the service will be charged to the student. A second (2<sup>nd</sup>) offense relating to files will result in the student paying for the service call and a minimum of a three (3) day suspension from school.

If a student violates any other part of the Imlay City Christian School Technology Code of Ethics not previously mentioned (such as, but not limited to, access or modify other accounts, data, files or passwords, using School technology to obtain illegal copies of software, etc.), the school will assign a minimum of a one (1) day suspension. A second (2<sup>nd</sup>) offense relating to a Technology Code of Ethics violation will result in a minimum of three (3) day suspension.

## **Web Publishing Policy Recommendations**

### Statement of Purpose

The Imlay City Christian School web sites provide two-way communication with the world about school curriculum, instruction, school activities and other general information relating to our schools' mission. These web pages also serve as a link to educational resources on the Internet for students, staff and parents. Authors of web pages need to educate themselves with and follow the School's web publishing policy. Failure to follow the policy may result in the loss of authoring privileges and/or other disciplinary measures.

### Content Standards

#### Subject Matter

The purpose of the Imlay City Christian School web sites is to enhance communication between the school and the outside world. In keeping with that purpose, all school web pages should include only information supporting, informing or promoting curriculum, instruction, programs and activities. School web pages shall not include personal or restricted information about students. Student safety and privacy must be maintained at all times.

Photos, illustrations and student work may be included in School web pages. Photos containing students must include a minimum of three students in a group. Illustrations and student work must comply with School, state and federal privacy laws. Parents who wish to exclude their child from web publishing will initiate opting their students out following adequate publication of the web publishing policy.

Staff member names, teaching/job assignment, school email addresses and school voicemail numbers may be published on web pages. Photos of staff members will be published only with the written permission of the staff members in question.

Copyrighted material may be included in our web pages only with the written permission of the copyright holder. A notice must be displayed that written permission for use of copyrighted material has been obtained. Downloaded and "free to use" materials must be cited in a resources or work cite list.

Approved subject matter may change based on the current level of national security as published by the Department of Homeland Security.

The following disclaimer will appear on all web sites and/or pages:

Not Responsible for External Links

#### Quality

Information on the School's web sites should be accurate, meet with School academic standards and be relevant to the building and/or program that is designing the web site. Each building will appoint a person or persons the responsibility of the building web site.

Users shall obtain written approval of the building administrator before publishing school related material on the Internet or School or School web page.

### Ownership and Retention

All School employees and school-sponsored organizations must have a signed Internet/Intranet Publishing Agreement before any web pages are posted to the School web server. All web pages are the property of Imlay City Christian School and are protected by copyright laws.

### Student and Staff Web Pages

#### Students

Students may publish under the supervision of the instructor when learning how to publish web pages. The instructor shall be responsible for proofreading student created web pages. Grammar and spelling will be determined by the student's grade level and ability. The instructor must authorize any links to other sites included in student web pages. Students will not include any email addresses in their web pages. Students may include a limited number of images (i.e. photos, illustrations, and/or drawings). Each teacher will determine the number of images allowed on student web pages. Student web pages will adhere to all copyright laws. The instructor is responsible for verifying the student web pages are in compliance with copyright law.

#### Staff

Staff members may publish web pages in support of their class, grade, subject area and/or school. Staff members must obtain written permission from their school principal and/or supervisor prior to all publishing of web pages. Staff member web pages must adhere to all copyright laws. Links included in staff member web pages must be authorized by the school principal and should not contain excessive advertisement. Links must be appropriate for the K-12 environment and support the mission of the school. Staff member web pages may remain on School file servers indefinitely. Staff members are responsible for updating their web pages on a regular basis. Staff member web pages may not be used for personal business purposes. Staff members may include images (i.e. photos, illustrations, and/or drawings). The number of images on staff web pages is discretionary.

### Responsibilities

#### Students

- Students may publish web pages only under supervision
- Student may not include their email addresses in web pages
- Student may include only links that have been approved by the instructor
- Students may maintain a web page for a period of one month
- Students may include only the number of images approved by the school

#### Staff Members

- Staff members must obtain written approval of the principal and/or supervisor prior to all publishing.
- Staff members may publish web pages relating to their class, job, program or building.
- Staff members may include images in their web pages.
- Staff members may include links to other sites in their web pages; however, such links should not contain excessive advertising.
- Staff members may include their email address, web address, work assignment and telephone number.
- Staff member web pages must adhere to copyright laws.
- Staff members are responsible for updating their web pages frequently
- Staff members are responsible for their web sites content and must verify that it is in keeping with the school mission and content standards.

I have received, read and understand the Imlay City Christian School's acceptable use and web publishing policies. (Please check box below)

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Parent Signature)*

\_\_\_\_\_  
*(Date)*

I understand the school policy and give my son/daughter permission to use the Internet. (Please check box below)

\_\_\_\_\_  
*(Parent Signature)*

\_\_\_\_\_  
*(Date)*

I also give Imlay City Christian School permission to use my child's name, picture and original work on the school's web site. At no time will home address, e-mail address and phone number be published on the school's web site. (Please check box below)

\_\_\_\_\_  
*(Parent Signature)*

\_\_\_\_\_  
*(Date)*