East Dayton Christian School
ACCEPTABLE USE POLICY AGREEMENT

Internet access is currently available to students and teachers at East Dayton Christian School (EDCS). Through MetaSolutions, your son or daughter will be able to reach the Internet, which is a world-wide network. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing and communication. With this opportunity also comes a responsibility to follow certain rules of network etiquette and acceptable use. It is important that students, parents, and staff are aware of the challenges involved with appropriately using the Internet.

With access to computers and people all over the world, also comes the availability of material that may be considered “inappropriate” in a school setting. EDCS has taken precautions to restrict access to controversial materials. Specifically, the school has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The school additionally uses software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, you are advised that it is impossible to prevent access to all the inappropriate, offensive, objectionable and/or controversial material that can be found on the Internet. Still, we believe that the valuable information and interaction available on the world-wide network far outweighs the possibility that determined users may find material that is not consistent with the educational goals of EDCS. As such, it is critical that you set and convey standards that your child is expected to follow when using the Internet.

EDCS supports and respects each family’s right to decide whether or not to grant permission for a student to have access to the Internet. **If, for any reason, you do NOT want your child to have Internet access, we ask that you fill out EDCS Access to Internet Parent “Option-Out-Form” located on the website under About EDCS>Technology.** Although you may choose not to allow your child to have access to the Internet, the child may receive classroom instruction utilizing the Internet under an authorized staff member’s direct supervision.

STUDENT USE OF THE INTERNET

At all levels (grades K-12), student access will occur under authorized staff supervision or guidance. At all levels, we have filtering software designed to block material that may be considered “inappropriate” in a school setting, but EDCS cannot guarantee that a determined user will not be able to access inappropriate material. We currently use iBoss web filtering provided by MetaSolutions, Gaggle, and GoGuardian. Students are responsible for good behavior on the school’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored activities. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The school does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy / agreement. Students who disregard this policy/agreement may have their use privileges suspended or revoked, and disciplinary action taken against them. Students granted access to the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy / agreement.

ELECTRONIC MAIL ("E-MAIL")

All e-mail written and sent by, or to account holders is the property of EDCS.

TERMS AND CONDITIONS FOR AN INTERNET ACCOUNT

1. Acceptable use of your account must be consistent with the educational objectives of EDCS. The use of the network is a privilege which may be revoked by the school at any time for any reason. The Technology Director, along with the building administrators, will deem what is inappropriate use and their decision is final. The administration, faculty, and staff at EDCS may request the administrator to deny, revoke, or suspend user accounts. Inappropriate use includes, but is not limited to:

a) Using someone else's account and/or password to log on or gain access to the network, or giving out one's password to others;

b) Using the resources for commercial purposes, advertising or political lobbying;

c) Hacking or engaging in other illegal activity;

d) Sending hate or harassing/bullying mail, chain letters, or "mail-bombs;"

e) Intentionally damaging or destroying data, hardware, software, or other computer equipment;

f) Intentionally invading the privacy of another person;

g) Using resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the network (e.g., viruses) are also prohibited;

h) Using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages;

i) Transmitting sexual, racial, or ethnic slurs and/or jokes;

j) Attempting to or actually bypassing the Internet filtering software.

k) Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

l) Loading, use, or creation of unauthorized games, programs, files, or other electronic media.

m) Destruction, modification, or abuse of data, files, network connections, computer hardware and software, and any other forms of technology.

2. All material received, stored and/or sent on the system is the property of the school and the school reserves the right to remove any material that it determines is unlawful, pornographic, obscene, abusive or otherwise objectionable. Students are prohibited from sending or viewing such materials. Privacy in communication over the Internet and the network is not guaranteed. The school reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School's computers / network. Messages involving

illegal activities will be reported to the appropriate authorities. Users are discouraged from sending messages of a sensitive or extremely private nature.

3. The computer and network resources are intended for the exclusive use of registered users. Each student is responsible for the use of his/her account, password, and access privilege. Any problems arising from the use of a student's account are the responsibility of the account holder. Use of an account by persons other than the assigned user is forbidden and is considered a reason for loss of privileges.

4. Use of the Internet and any information obtained from the Internet is at the user's own risk. EDCS makes no warranties of any kind for the service it is providing. EDCS will not be responsible for any damages a user may suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions,. Additionally, the school is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports and projects should be cited the same as references to printed materials.

5. Each user is responsible for deleting, on a daily basis, e-mail that is no longer needed, in an effort to keep disk storage free on the server.

Social Networking

A social network is a service that uses the Internet for online communication through an interactive network of photos, web logs, user profiles, e-mail, web forums, and groups, as well as other media. Social networking sites gather data submitted by members as "profiles". Profiles can then be shared among members. Instant messaging, Internet chat rooms, and social networking sites such as MySpace and FaceBook can expose students to harassing or threatening messages or inappropriate text and pictures. Internet chat rooms and public/commercial social networking sites are, by default, blocked by school Internet filtering. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than school email). Online behaviors, such as posting personal or financial information, or illegally sharing media files are prohibited.

If you decide to allow your children to access e-mail, instant messaging software, or social networking sites at home, we suggest that you encourage your children to use "handles," or pseudonyms for their online accounts. Your child should also not provide an address, phone number, or other personal information to anyone he/she meets through e-mail, instant messaging, or social networking. If your child does receive a threatening or harassing e-mail or message, DO NOT ERASE the message. If you keep the original message, law enforcement authorities may be able to trace the source.

CyberBullying

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by staff, students, or third parties is prohibited and will not be tolerated in the school.

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.

In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. The school will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the assistant principal.

The school may revoke the privilege of a student or third party, who uses school equipment or electronic communication systems to engage in cyberbullying. The school may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the school. The school may also report individuals to law enforcement if necessary.

NETIQUETTE. All users must abide by the following rules of network etiquette:

1. Be polite, courteous and respectful in your messages to others. Use language appropriate to the school setting. Do not use obscene, profane, vulgar, sexually explicit or suggestive, belligerent, defamatory, threatening or abusive language.

2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.

3. Avoid uses that are offensive to others. Do not use access to make ethnic, sexual preference or gender-related slurs or jokes, harassing or demeaning text messages to other students or school staff, use cell phones or digital cameras in locker rooms, transmit inappropriate or demeaning images or videos, post harmful messages on social networking websites, post another student's information online, or impersonate another student online.

a. Avoid uses that violate the law or encourage others to violate the law.

4. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School Honor Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the

networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network / Internet are not marked with the copyright or trademark symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

5. Avoid uses that cause harm to others or damage to their property.

For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism. If a student transfers a file or software program that infects the network with a virus or causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.

6. Avoid uses that jeopardize the security of student access and of the computer network or other networks on the Internet.For example, do not disclose or share your password with others, or impersonate another.

7. Avoid uses that access controversial or offensive materials.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he/she is required to report such use to the person designated by the School.

8. Avoid uses that are commercial transactions.

Students may not sell or buy anything over the Internet. You should not give others private information about your or others, including credit card numbers and social security numbers.

Software Copyright Policy Copying and distributing software. Many people are unaware that making a copy of their software for a friend is a crime. However, this act is considered theft, and ultimately raises software prices for honest consumers.

East Dayton Christian School Student User Agreement
I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of East Dayton Christian School. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the East Dayton Christian School electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless East Dayton Christian School from all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Student Privacy

From time to time, EDCS may publish examples of student projects, athletic activity, group photographs, or student recognition on the EDCS website, on school publications, and/or video/digital media. A student's personal information will NOT be published.

- My child may use the Internet while at school according to the rules outlined in the EDCS Acceptable Use Policy for Technology
- My student's photo and/or selected projects may be published on EDCS website, school publications, and/or school's video/digital media.

If I do not agree with the above statements, you will need to fill out an EDCS Student Privacy Form found on the website under About Us>Technology

General Computer Guidelines include, but are not limited by:

- ➢ Students will never share their password with another student. Passwords should always be kept confidential.
- ➢ Grades 5-12 are provided a school email through Google Apps for Education. **This will be the only email students will use while on school property.**
- ➢ Students will store all documents on Google drive. **Students will not be allowed to use flash drives in school owned computers to eliminate the transfer of viruses to the school network.**
- ➢ **Students will use EDCS technology for school-related work only.**
- ➢ Downloading and streaming music and videos is not allowed.
- ➢ **Talk, Write, and Chat usage by students is prohibited.**
- ➢ Students are prohibited from playing non-academic games during the instructional day.
- ➢ Students are prohibited from accessing or attempting to access sites that have been intentionally blocked by EDCS technology staff . This will result in disciplinary action.
- ➢ Any computer communication will be used only for legitimate and responsible communication between students, faculty, and the outside world. Bullying, rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- ➢ Students will never share personal information about themselves or others while using the student Chromebook.

- Internet access, school e-mail, and other media that are accessed, created or stored on EDCS computers are the sole property of the School. **The School has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.**
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the school network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures, are prohibited.
- Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action, which may include an arrest if state law is violated. Ignorance of these regulations will not excuse an infraction.
- Technology privileges can be taken away at any time for disciplinary reasons.

As the parent or guardian of the student signing the East Dayton Christian School new enrollment/re-enrollment checklist, I understand that I agree with the following:

- **I have read the electronic resources Acceptable Use Policy and general computer guidelines for student use established by the East Dayton Christian School.**
- **I also grant permission for my son or daughter to access networked computer services such as electronic school email and Internet.**
- **I understand and agree that individuals and families may be held liable for violations.**
- **I understand that some materials on the computer or Internet are objectionable, but I accept responsibility for guidance of computer or Internet use - setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media.**
- **If a chromebook is damaged while in the possession of the student, they may serve a detention and/or Saturday School. In addition, they will be responsible for repairing or replacing the chromebook. All repairs will be done by EDCS.**

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