



College Heights Christian School

Acceptable Use Policy and Agreement

College Heights Christian School believes that technology has much to offer students and staff with its wide variety of applications. For all its potential benefits, the improper use of technology can be disruptive to the learning environment. Therefore students and faculty will be expected to maintain the highest moral and ethical standards while using technology.

Users: No student will be given access to technology resources until this Acceptable Use Policy (AUP) has been signed and returned. This will need to be done annually. Authorized students and employees may use the school's technology as long as the use does not; violate any law, school policy, waste school resources, result in personal gain, or jeopardize the safety, security or usefulness of said technology. Using the school's technology to access chat rooms, disseminate Multiple User Dimensions, forward chain letters, or receive, view, transmit or store obscene material is strictly prohibited. The use of school technology is a privilege and not a right. Users must adhere to school policies. All users shall immediately report any security problems or violations to the technology coordinator or faculty member.

Privacy: A user does not have a legal expectation of privacy in the use of school technology. Email or other forms of electronic communication are subject to review by school personnel. Users should assume that all communication and information is public when transmitted via the school network. The school reserves the right to examine all information stored or deleted on school technology resources at any time for any reason

Violations of AUP: A student may have technology privileges suspended while under investigation concerning use of technology. A violation of technology policy may result in temporary, long term, or permanent suspension of user privileges. The administration may use disciplinary measures to enforce policy. Students may be suspended or expelled for violations of AUP. Employees may be disciplined or terminated for violations of AUP.

Content filtering and monitoring: The school will monitor student technology usage. The school will also employ a filter to protect students from inappropriate content. Given the pace of change with technology, no filter is foolproof. Therefore, faculty oversight will be invaluable in protecting our students. Attempts to evade or disable the filter will be a serious violation of AUP. In the event of technical failure of the filtering program the school does not assume liability for users being accidentally exposed to inappropriate content.

General Rules and Responsibilities:

- A. Sharing User ID and passwords is prohibited. Users will be responsible for activity on their account. Make
- B. sure you log off.
- C. Deletion, viewing, copying or modification of data belonging to others is prohibited.

- D. Any costs associated with damage or fees incurred by using technology in violation of AUP will be the responsibility of the user.
- E. Accessing, viewing, or disseminating obscene or harassing content is prohibited.
- F. Any action that damages or disrupts technology resources is prohibited.
- G. Students and employees may not claim personal copyright privileges over files or data developed in the scope of employment or through school work. Copying resources not in the public domain is prohibited.
- H. The introduction of viruses or other destructive or disruptive programs into school technology is prohibited, and may result in disciplinary action.
- I. Student users are prohibited from sharing personal information about themselves or others over the internet without administrative approval.
- J. Students shall not agree to meet with someone they meet online without parental approval.
- K. Students shall immediately disclose to a teacher or administrator any inappropriate message or material.
- L. Tampering with others email or email accounts or settings is prohibited.
- M. The school is not responsible for loss of data, delays or service interruptions.
- N. School technology is not a public forum.
- O. Any social media communication with students must be viewable by administration as transmitted.
- P. Users may not download or install any software without approval from the IT coordinator or administration.
- Q. Users may not use school technology for financial gain
- R. Sharing audio and visual content that was created by someone else and not in the public domain is illegal and prohibited
- S. Users shall not violate the spirit of College Heights Christian School's Mission to develop servant-leaders with a Christian worldview.

Acceptable Use Agreement

It is to be understood that access to technology is a privilege, not a right. All users of school technology will sign the acceptable use agreement. By signing this Acceptable Use Agreement (AUA), users agree to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. Users will make a conscious effort to be a good witness to others through use of technology. Users will strive to 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."*