



**Student Acceptable Use Policy
2010-2011**

2010-2011 Southwest Atlanta Christian Academy Student Computer and Internet Acceptable Use Policy

Background:

Last fall, we unveiled the Digital Learning Environment, an interactive learning environment pairing students with technology for an opportunity to have a mobile classroom which promotes 1-to-1 learning between teacher and student; and collaborative learning between students and their peers.

Not only does the Digital Environment have proven results with creating student engagement, it has also been proven to increase academic success on all levels of learning. The Digital Learning Environment encourages a campus created to promote learning at all hours of the day. Along with the opportunity this provides comes responsibility. **The Student Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of laptops and computers, iPods, the wireless network, and email on the Southwest Atlanta Christian Academy campus and at home. The underlying premise of this policy is that all members of the SACA community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to use good judgment and to utilize technology with integrity.**

Summary:

Please read the complete AUP policy and sign the Computer and Internet Acceptable Use Policy Agreement upon completion:

1. Operate your computer using good sense, good manners and good judgment in all respects.
2. Do not use your computer in class or at school at any time other than for educational purposes pertinent to your class and permitted by your teacher or permitted by an express school policy.
3. Take care of and handle your computer appropriately.
4. Practice appropriate internet safety, protecting yourself and the entire SACA community. Do not use a computer to bully, harass, embarrass or otherwise harm another student, a member of the faculty or administration, SACA and its reputation or any other person.
5. Do not use your computer in a manner that violates the law or exposes you, SACA or anyone else to liability of any kind. This includes but is not limited to

plagiarism, use of proxy avoidance IP numbers, posting of inappropriate or damaging material, and inappropriate use of copyrighted material.

Email:

E-mail during class is prohibited unless authorized by faculty or administration. Students should always use appropriate language in their e-mail. E-mail services provided by the school are to be used only for the exchange of appropriate information whether you are on or off your laptop. This is also applicable outside of school. No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a violation of a major school rule and will be subject to a disciplinary response. Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via email. Students are prohibited from accessing anyone else's e-mail account. E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written. Hotmail, Yahoo, Bellsouth or any other third party web client is not to be used on laptops, unless parent signs and agrees to the Technology Modification Form. School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator. The school reserves the right to search and read any email at any time and for any reason. Only school-related attachments may be sent on the school e-mail system.

Chatting and Blogging:

Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration. Blogging is to be utilized on campus only for academic purposes. Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video:

Audio on computers should be turned off unless required for the activity being conducted. Listening to music either aloud or with earphones is not permitted during class unless pursuant to an express permission. Listening to music during free periods or other times while on campus is permissible unless it is disruptive to the activities taking place. Faculty and staff can restrict such free period use at any time and for any reason. The use of laptops to watch movies and DVD videos is not permitted during the school day. Any audio or video recording may be conducted only with prior permission of all parties being recorded. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Games:

Games are not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program. No games that are “played” over the school network are allowed. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or “played” on school computers including the laptops. Screensavers that include gaming components are not allowed.

Laptops:

All laptops are expected to be in good working order at all times. Student laptops **must not be left unattended at any time**. If a laptop is found to be unattended, it will be turned in to the front office and a parent and/or guardian will have to retrieve it. Laptops must be in a student’s possession or secured in a classroom or locker at all times. Laptops must be carried and transported appropriately on campus. They should be carried in their cases at all times. Otherwise, they should be closed and carefully carried. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data. Note: Students are entirely responsible for backing up their own data. The only data that will be backed up by the Technology Department are school-related documents that are saved in the Documents folder. Any data saved in the Pictures and Music folders won’t be saved. Data saved in these alternate locations are not the school’s responsibility. If this data is lost or damaged it is not the responsibility of the school. No food or beverages should be in the vicinity of the laptops. Laptops may not be used in the dining hall at eating tables during lunch. Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable. Students are not allowed to create any bios passwords on their laptops (bios passwords are set through the computer’s hardware and are not the same as regular passwords). If the laptop is stolen or damaged the front office needs to be notified immediately. If the laptop is damaged or experiencing issues please fill out a help desk ticket at: <http://tinyurl.com/sacahelpdesk>.

Network Access:

Students must not make any attempt to access servers or network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Students may not use the school network for personal or private business reasons. Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, and attempting to gain access to restricted or unauthorized network services, or violating copyright laws. Southwest Atlanta Christian Academy is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

iPod touch:

If you receive an iPod touch you will maintain full responsibility of that device throughout the class period/semester. Personal files, passwords, songs, pictures, etc. **should not** be loaded onto the iPod at any time unless there is an educational purpose and instructed by a teacher. The same rules that apply to laptop usage apply to the iPod touch.

File Sharing:

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.

File sharing of any kind is prohibited both on campus and off campus.

No file sharing software of any kind is to be installed on laptops. Examples of this type of software are Limewire, Filezilla, Kazaa, uTorrent, etc. Although these types of programs are software downloads, they automatically create filesharing connections.

Social Networking:

Social networking sites, such as MySpace, Facebook, Bebo and Piczo are hugely popular at present, with research from Ofcom showing that just over 22 percent of internet users aged 16+ and almost half (49 percent) of children aged 8-17 who use the internet have set up their own profile on a social networking site. Social networking sites can present some risks if not used in a safe and responsible way. As with most new technologies, key issues center around content and contact risks.

One of the key benefits of social networking sites is that they encourage young people to be creative users of the internet, publishing content rather than being passive consumers. They can express themselves with an online personality; use all the applications the site has to offer, chat and socialize with peers, and share multimedia content such as music, photos and video clips with others.

However, there are concerns that our students may upload content that is inappropriate, offensive or even illegal to their online spaces, posting material that could damage their reputations or the reputations of others. Equally they may post inappropriate comments to the profiles of others, which can result in the bullying, slander or humiliation of others. Therefore, we have included the following parameters to guide your online use of these sites. Note: these are our recommendations. Parents, we strongly encourage you to view your child's profiles on various social networking sites.

1. Do not post personal contact information about yourself or other.

2. Do not use social networking sites as a forum to harass or bully.
3. Do not agree to meet with someone you have met online for any reason.
4. Promptly disclose to a teacher or administrator any message you receive that is inappropriate or that makes you feel uncomfortable.

Downloading and Loading of Software:

Care should be taken regarding the loading of additional software. Viruses could be transmitted in this manner. All installed software must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program. Copyrighted movies may not be "ripped" from DVD's and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet. Students are responsible for making backup copies of such data. In the event of re-imaging or other computer repair where such data can be lost, the school's responsibility is limited to reloading the SACA licensed standard software suite onto laptop.

Internet Use:

The Internet is a rich and valuable source of information for education; however, inappropriate materials are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material. Information obtained through the Internet must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, they are to notify a teacher or a member of the Technology Department as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety:

Students may not give any personal information regarding themselves or others through email or the internet including name, phone number, address, passwords, etc. Frequently the identity of someone on the Internet is impossible to confirm, therefore contact with such individuals is considered inappropriate and unsafe. Students are not to provide the email address or other personal information regarding other students, faculty, or administration to anyone outside

of the school without their permission. Students must secure and maintain private passwords for network and email use as well as laptop access. This is important in order to protect the privacy of each student. The school administration has the right to view any file on a student laptop in order to investigate suspected inappropriate behavior. The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use. Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer. Students are prohibited from utilizing peer to peer networking or any method of file sharing between computers unless authorized by the technology staff. Students are prohibited from using laptops or any computer for acts of cruelty (including mean-spirited emails, offensive blogging, etc.). Any computer used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content of the computer at any time, the right to remove content from the computer, and the right to retain the laptop in the school's possession if there is an infraction to the AUP that deserves that consequence.

Copyright:

Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences:

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, reimbursement of any costs or damages incurred including internal or external personnel costs, possible disciplinary action including suspension or expulsion, and possible legal action. Repeated AUP offenses or laptop abuses may lead to the loss of a student's privilege of using a laptop on campus or any of the consequences noted above. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.

2010-2011 Southwest Atlanta Christian Academy Student Computer and Internet Acceptable Use Policy Agreement

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Any violations of this policy will result in disciplinary action, the loss of laptop privileges, and possible legal action. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members.

Please return this agreement, signed by student and parent, to the Technology Office.

Southwest Atlanta Christian Academy provides a wide array of technology resources for student use. This agreement outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions: As an Southwest Atlanta Christian Academy student, I understand that my school laptop and the SACA network are owned by the school and are not private. Southwest Atlanta Christian Academy has the right to access my information at any time.

Government Laws:

I will use computers in conformity with laws of the United States and the State of Georgia. Violations include, but are not limited to, the following: Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. Libel Laws - Publicly defaming people through the published material on the internet, email, etc. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Netiquette and Responsible Use:

I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.

I will be polite and use appropriate language in my email messages, online

postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.

I understand that I am an ambassador for the school in all my online activities. I understand that what I do on social networking websites such as MySpace and Facebook should not reflect negatively on my fellow students, teachers, or on Southwest Atlanta Christian Academy. I understand that I will be held responsible for how I represent myself and my school on the Internet.

I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (Examples: text, images, audio or video) in someone else's name as a joke.

I will use SACA computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of school's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials, which violate appropriate use.

I will use SACA technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.

I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.

I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher. I will follow all guidelines set forth by the school and/or my teachers when

publishing schoolwork online (Examples: a website, blog, wiki, discussion board, podcast or video).

I will not use my computer to make recordings unless instructed to do so by my teacher.

I will keep the sound on my computer turned off unless my teacher tells me to use it.

I will not use my computer to start a business.

I will not send instant messages to my friends while on school campus.

I will not "surf" the Internet in class unless instructed to do so by my teacher.

I will not leave a laptop in an unlocked or unsupervised location on campus.

I understand that Southwest Atlanta Christian Academy administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I agree to abide by all internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.

Consequences for Violation of this Agreement:

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, and/or school disciplinary action.

Parent Initial

You are to report any inadvertent incidents of going to inappropriate websites to your teacher or the administration immediately.

Parent Initial

Student Signature (please print): _____

Student Signature: _____

Date: _____

Parent or Guardian:

As the parent or guardian of this student I have read the Acceptable Use Policy Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of Southwest Atlanta Christian Academy, and that student use for any other purpose is inappropriate. I recognize it is impossible for Southwest Atlanta Christian Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at Southwest Atlanta Christian Academy.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____