

05.1.6 Appropriate Use Policy for Computers and Other Technology

This document must be kept on file at all campuses, central business office, and posted on the web site @ eaglepoint.lexingtonchristian.org

Philosophy

The Lexington Christian Academy believes the use of technology, i.e., computers, the LCA local and wide area network, educational databases, email, the Internet, and other items named herein, are a vital component of the educational process and experience at this Institution. *Therefore, all students, faculty and staff, including long-term substitute teachers, are expected to use these tools and resources in an appropriate manner, further described in this document.*

Who Must Adhere to This Policy

This policy relates to anyone who has access to the LCA network.

Purpose and Intent

The LCA “Appropriate Use Policy” is a guide to inform parents and users (users will hereby include staff, faculty, substitute teachers, students, and other guest users, including parents, spouses, and others) of the following:

- Appropriate use of LCA’s electronic resources, including personal computers, the LAN, the WAN, Servers, Email services, the LCA Intranet ,and the Internet
- Specific regulations of the above
- Consequences of policy violations regarding personal computers, the LAN, the WAN, email services, LCA servers, and the Internet
- Means for education
- Protection against unauthorized/inappropriate Internet sites, including the limitations of the filters and routers/firewalls on the system
- At all times the use of the internet should be appropriate and restricted to educational purposes.

Thereby, LCA strives to ensure the technology resources of the School are dedicated to facilitating administrative and employee tasks, teaching and learning, and preparation for the future.

General Structure of Internet Use

The following standards are used as a general structure for student, staff, and community member access to electronic resources.

Primary (K – 3) Students

- Students will use the Internet for exploring “pre-approved” and “reviewed” sites. Students will be given a list of these sites with URLs typed in MS Word or browser “favorites menu”. This list will act as the student’s browser.
- Students are not allowed to use search engines
- Teacher supervision is required at all times during an Internet session.
- The Internet content will be filtered.
- At all times the use of the Internet should be appropriate and restricted to educational purposes.

Intermediate (4 – 6 Students)

- Students will use the Internet for exploring “pre-approved” and “reviewed” sites or sites accessed using pre-approved search engines such as Yahoo!igans. Students will be given a list of these sites with URLs typed in MS Word or browser “favorites menu” or use the pre-approved search engine.
- Teacher supervision is required at all times during an Internet session.
- Students and parents must sign the revised AUP agreement/ signature page for elementary students included in the student handbook.
- The Internet content will be filtered.
- At all times the use of the Internet should be appropriate and restricted to educational purposes.

Junior High (7 – 8 Students) and Senior High (9 – 12 students)

- Students are allowed access to filtered Internet use upon the school’s signed receipt by student and parent of the agreement section of this AUP contained in the student handbook.
- The content and postings on social networking websites like MySpace and Facebook must be appropriate. If it comes to the attention of the administration that there is inappropriate and/or offensive content on these sites, students will be subject to discipline. This is also in accordance with LCA’s
- At all times the use of the Internet should be appropriate and restricted to educational purposes.

Teachers and Staff

- Teachers and staff are allowed access to filtered Internet use. The AUP must be read, and the agreement section signed at the beginning of each school year.
- Prior to the start of the school year there will be in-service training for all staff and faculty

on appropriate Internet and technology use.

- Newly hired & long-term substitute teachers will be given an Internet and Technology training/awareness session before receiving network privileges.
- **Any interaction or postings with students on social networking websites like MySpace and Facebook needs to be on a professional level.**
- At all times the use of the Internet should be appropriate.
- To assist in keeping Internet resources available for educational use, Quotas administered by the LCA Content Filter will be enforced for certain site categories deemed non-educational.

No Right to Privacy

Staff under the direction of the technology director, or designated personnel staff may exercise the right to access information stored in user directories and electronic mail, as well as monitor all computer use. Users are advised not to place confidential documents in their user directories. Encryption is available to all users as a layer of protection for files and directories deemed private or confidential. **LCA recognizes that no network is 100% secure!**

Internet and Network Regulations

Technology at Lexington Christian Academy must be in support of education and consistent with the educational objectives of the School.

- You may not give your password to anyone.
- You may not use or alter anyone else's Network account or password.
- You may not offer Network access to any individual via your account.
- You may not defeat security or attempt to defeat security into another computer or network resource.
- You may not destroy another person's data.
- You may not create or share computer viruses.
- You may not play games on the LCA network, unless for instructional use.
- Except for educational use according to the Fair-Use Laws, you are not permitted to get from or put onto the network any copyrighted (including software), threatening, or obscene material.
- As a user of this community system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- Before installing any licensed software on computers, permission and/or assistance must be obtained from the IT Department.
- Students will not reveal their names and personal information to, or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- No illegal activities may be conducted via the network/Internet. You may not use the

network/Internet for commercial purposes.

- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material¹: threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is inappropriate and is not permitted.

Other Software

Generally, the installation of software by users is prohibited without prior approval of the Education/Information Technology Department. **All software** (including shareware, trial versions, and downloadable software) should be installed by the Information Technology Department. Exceptions may be made after notifying the IT Department and receiving permission. Potential problems related to software installed by users fall into, but are not limited to, the following categories:

1. Copyright - as outlined above.
2. System Resources:
 - Some software is resource intensive at the network and/or workstation level and degrades the performance of the network, operating system, and supported software. Please limit the use of such programs to before or after school/work hours unless they are used for educational purposes.
 - NOTE: These programs must be approved by the Information Technology Department before installation is permitted.
3. System Conflicts - additional software may cause conflicts with drivers, video adapters, the operating system and software that are supported by the Information Technology Department.

Electronic Mail Regulations

- Be polite. Do not write or send abusive messages to others
- Use appropriate language, including no swearing or other vulgarities
- Do not reveal your contact information or the contact information of students or colleagues
- Note that all electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- If an inappropriate/offensive email is received, the individual must send a response back asking the sending party not to send any similar messages. A copy of that response should be saved.

¹ Most software and much of the information posted on the Internet is copyrighted. Before software can be loaded on a computer or fileserver, the entity must have the legal right to install that particular version of the software. The software license will specify whether the rights purchased are for a single user on a single workstation, for multiple users, or for multiple workstations. Software may not be copied or shared outside the provisions of the agreement with the software publisher. Violations of software licensing agreements may constitute serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

Content Filtering

Lexington Christian Academy uses a content filtering server to safeguard users. Through content filtering, LCA has the ability to view Internet locations that specific users have visited. Filter logs are kept for a minimum of two weeks and a maximum of one year. The IT Staff reviews filter logs daily. When student violations are discovered, offenses may be handled by the classroom teacher, principal, headmaster and/or technology director. If violations occur by staff members, substitute teachers, or teachers discipline will be handled by his/her immediate supervisor and/or headmaster. The content filter will block inappropriate sites as deemed by the filter vendor or LCA staff. Sites may be blocked or unblocked upon request to the IT Department, subject to review.

Telephones

- Telephone numbers that begin with 900 shall be blocked
- Long distance is accessed only through group codes
- No harassing phone calls are to be made from school phones
- Students only have phone access with permission from teacher and/or school secretary or administrator.

Consequences of Violations

1. Students who misbehave in a computer class through actions specifically or un-specifically noted in the AUP will be disciplined by the supervisor using his/her classroom policies and procedures, in conjunction with those of Lexington Christian Academy, as spelled out in the student handbook. However, if such violation does, or has the potential to impede upon the security, and/or integrity of the overall LCA LAN/WAN, supervisor will confer with the technology director or system administrator, and the technology director will take appropriate disciplinary action.
2. The supervising teacher/staff or librarian will discipline students who misbehave while using computers in a library or lab setting. However, if such violation does, or has the potential to impede upon the security, and/or integrity of the overall LCA LAN/WAN, the classroom teacher/staff person, or librarian will confer with the technology director and an appropriate disciplinary action will be directed by the technology director
3. Intentional vandalism² and/or hacking may result in the cancellation of computer privileges at LCA and possible legal action where required by law. This includes, but is not limited to, any attempt to destroy, harm, or deny service to any hardware, operating system, Internet site and/or applications or data of another person or entity. This also includes

² *Vandalism* may result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, operating system, or applications of another user. This includes uploading or creating computer viruses. The cancellation privilege may be for the remainder of that semester or school year. In addition, the principle and/or headmaster may employ other actions as each case is reviewed individually.

creating, uploading, or downloading of viruses. The technology director may confer with the principal and/or headmaster in order to administer an appropriate measure.

Loss of Network Services

The technology director or designated personnel may suspend or close an account at any time as required. The administration, faculty, and staff of LCA may also request the system administrator or technology director to deny, revoke, or suspend specific user accounts.

Responding to Concerns

Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, and potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others.

Access to network services is given to students who agree to act in a responsible manner.

Parent permission is required and access is a privilege – not a right.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on LCA servers will always be private.

Within reason, during school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

No Right to Privacy

A network administrator has the right to access information stored in user directories, including electronic mail. Users are advised not to place confidential documents in their user directories. LCA recognizes that no network is 100% secure!

Instructions:

Students: The parent/student release form is located in the back of the student manual. Please tear out and return to respective campus.

Teachers, long-term Substitute Teachers, and Staff: Please read carefully and sign the agreement below. Turn in this page only to your principal or supervisor.

I fully understand and will abide by Lexington Christian Academy's Appropriate Use Policy for Internet and Technology. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Signature _____ **Date** _____

Revised: 8/17/2009