

VHCA GENERAL TECHNOLOGY GUIDELINES

As a Christian school, Valley Heights Christian Academy expects responsible use of technology by students, staff, and guests. Technology brings new situations to which Christian ethics still apply. These guidelines are not made to restrict but to guide individuals into the correct use of our computer and networked equipment.

New technologies often increase our ability to communicate as well as mis-communicate. That communication should illustrate respect for others and a sense of personal integrity. Thus, communication that degrades or harasses individuals or groups is unacceptable. The need to communicate with respect and integrity is particularly important in our contacts with those outside of VHCA. Our communications will reflect not only on our school but also on our witness as Christians.

Internet Access is available to students, staff, and guests of VHCA. It is believed that the Internet offers vast, diverse, and unique resources, promoting educational excellence at VHCA. It opens up the world's largest library to the school and facilitates resource sharing, innovation, and communication. It can magnify what is good in the world and it can also magnify what is sinful and corrupt. Therefore, in the area of Internet use, much responsibility and restraint is required. If students stick to assignments, no problems should result.

- 1) Students must read and be familiar with the following *Acceptable Use* guidelines.
- 2) Students are responsible for treating school equipment with respect.
- 3) Students may access only the programs on the desktop or through the Start menu.
- 4) Students are responsible for refraining from any non-academic use of equipment, except as specifically authorized by administration or his designee. Such non-academic use includes, but is *not limited* to, personal communication (email, chatrooms, blogs, instant messaging, forums, etc.), software installation, game playing, online development of personal web pages, streaming video, streaming audio, and/or ftp file transfers.
- 5) Students may be given **limited** Internet personal browsing privileges. They must have staff permission, must sign in and indicate the purpose of their search, and are accountable for any Internet sites they visit.
- 6) Students are responsible for any material they access and produce. Displaying offensive messages or pictures on the computer screen is prohibited.
- 7) Printing of non-school related work is not permitted. Permission must be obtained before printing any school-related jobs **over** 3 pages. Students are also responsible for obtaining permission for personal printing of school-related work and paying the associated costs (.05 per page).
- 8) Transferring data, whether from a home or non-VHCA computer, from any floppy disc, flash cards, email attachment, or other electronic media (CDs, USB drives, etc) is not permitted without the expressed permission of the instructor or designee.
- 9) Theft or unauthorized use of either tangible property or intellectual property will not be tolerated. This includes unauthorized copying of copyrighted software without permission of the person or organization holding the copyright, which is both unethical and illegal.

(over)

- 10) The following are not permitted:
- a) Trespassing in another's folders, work files, or floppy disk
 - b) Unauthorized prying into the VHCA computer system
 - c) Opening a teacher file, grade file, or file containing confidential/restricted information.
 - d) Copying any file or folder contents without permission from the responsible teacher.
 - e) Loading or down-loading, or installing any application software or program files.
- 11) **NO FOOD (including gum, candy) OR DRINK** allowed in the computer lab.
- 12) Playing with lab chairs (excessive rolling and adjusting) is not permitted.
- 13) Proper posture must be exhibited by each student (no slouching).

Priority use of Lab Facilities

When using the computer lab, the following priority levels must be followed by students:

1. Assigned classes

If extra seating exists beyond the immediate need of the assigned class, a non-class student may request permission from the instructor to use the available computer for school related assignments.

2. Class Assignments and Requirements

Writing papers; mathematics assignments; correspondence with course teachers; research for papers; academic research on the internet; etc.

3. Student Leadership and College Search Activities

Preparing agendas and minutes of meetings; publicity posters; correspondence and notice for student organizations; resume production; exploring college listings; etc.

4. Personal Use

Bulletin Boards; games and other personal use will not be permitted during school hours. Exceptions may be granted with special permission obtained from the school administrator or his designee.

Use of the computing resources at VHCA is a privilege, not a right. Violation of any of the above guidelines will subject the violator to disciplinary action, which may include any of the following: warnings, loss of computer privileges, suspension, or even legal persecution. Students are required to report immediately any violation of the above VHCA Guidelines to the responsible teacher or administrator.

Accidental Violation

To be defined as accidental, students **MUST** notify the supervising teacher immediately about the violation. For example, if when doing research on the Internet, a student downloads a page with questionable content that he/she did not expect to find there, he/she must immediately bring it to the attention of the supervisor. Otherwise, it will be assumed that visit was intentional or that what may have started as an accident became an intentional exploration of unsuitable material.

Detach Here and Return

I have read, understood, and agree to follow the above VHCA General Technology Guidelines. I agree to follow any additional verbal or written guidelines provided by the administration. I also understand that I am responsible for replacing any equipment or materials that I damage except by accident.

Student's Signature

Date

Parent/Guardian's Signature

Date