



TECHNOLOGY ACCEPTABLE USE POLICY - Students

Students must use Victory Christian Academy's technology systems in a legal, ethical, moral, and responsible manner in accordance with its stated mission. VCA's network, webmail email accounts or wireless Internet is to be solely utilized as a tool to accomplish VCA's mission. These tools are made available solely for school related activities with permission from the Administrator. Access to VCA's network and the Internet is a privilege with responsibilities.

The following guidelines are intended to help technology users understand acceptable use and apply them to any device utilizing VCA's technology systems. VCA may restrict, suspend, or terminate any user's access to its technology systems for not respecting these guidelines.

E-mail

- VCA e-mail accounts are not to be used as an individual's primary/personal e-mail account. It is to be used for school purposes only.
- Please use a personal e-mail account (i.e., Hotmail, Gmail, Yahoo, etc.) for any communication other than school business.
- Be polite. Do not be abusive to others. Email accounts may not be used to harass others, send inappropriate or offensive messages, or conduct a business.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- Anyone who receives harassing or threatening messages must notify the Administrator.
- Emails to the entire school are permitted only with permission from the Administrator.
- Messages from student e-mail accounts, if any, will be deleted each summer.
- The use of e-mail during class, without teacher approval, is strictly prohibited.
- Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Do not reveal your personal information or those of other students, teachers or colleagues.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Attempts to read, delete, copy, or modify electronic mail or other documents of other users or deliberately interfere with the ability of other users to send/receive email is prohibited.
- Any malicious attempt to damage school technology equipment or materials, the data of another user, or any of the other networks that are connected to the Internet is prohibited.
- Email and any other use of the electronic communication systems shall not be considered confidential and may be monitored at any time by designated staff.
- Passwords must be kept confidential. Do not share passwords with anyone but parents and VCA Staff. If you think your password has been compromised, please notify school staff.
- 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.

Internet

- Use of the Internet must be in support of education and research and be consistent with VCA's mission and values. Use for commercial activities, product advertisement, or political lobbying is also prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- VCA reserves the right to monitor the Internet usage of all users through specialized software reporting as well as any other means available to administration. This includes school owned computers as well as any other computers or devices that access the Internet through VCA's Internet connection. VCA has a content filtering system. Users are not allowed to access inappropriate sites.
- Students may not use any instant messaging, blogging, chatting, or other collaboration program to communicate with others through the computer network during class unless a teacher or administrator expressly authorizes them to do so.
- The use of the Internet and e-mail is a privilege, not a right, and inappropriate use could result in a cancellation of those privileges. VCA reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate.
- If a user inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the user should notify Staff as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but 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. Users must not access, display, or store this type of material.
- These policies and procedures apply to all laptops used at VCA, including laptops financed or purchased through the school, privately purchased laptops (irrespective of ownership), and any other device considered by the Administrator to fall under this policy. Teachers may set additional requirements for computer use in their classroom.
- All students must use the school's filtered network to access the Internet on any device used on school grounds. Wireless broadband cards are not allowed to be used on school owned computer equipment at any time.

Security

- Students are not to use another user's username or password to gain access to the network or Internet or trespass into another user's files.
- Students are forbidden from bringing personal computers to school. While on campus, they must utilize school computers.
- No food or beverages are allowed in the computer lab.
- Students are prohibited from disabling or attempting to disable any Internet filtering device, encrypting communications to avoid security review, or intentionally introducing a virus to the computer system.
- Downloading or using copyrighted information without permission from the copyright holder is considered plagiarism and appropriate disciplinary action will be taken.

Software and Multimedia

- No computer programs (executables), MP3's, pornography, or copyrighted material may be distributed over the school network. This rule prohibits sending files through e-mail as well as setting up "servers" on a school computer or by any other physical or electronic means.
- Any additional software that is used at the school must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.

- Software that is loaded onto school computers must be legally licensed and approved by the school administration.
- Instant Messaging (IM) programs (i.e. AIM, ICQ, YAHOO Messenger, etc.) are forbidden.
- Unauthorized duplication of data programs, hardware, or software is prohibited.
- The volume setting on the computers should be muted when using the computer in a setting that would be distracting to others unless required for the activity being conducted.
- Online gaming and downloading music/videos/software from the internet at VCA is prohibited at all times.
- Using school technology equipment or software for the following activities is not permitted during class time, except as a part of an assigned class activity.
 - Listening to music
 - Watching movies or videos
 - Playing games
 - Instant messaging or using chatrooms
- Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- Sharing of music over the school network is strictly prohibited.
- No games that are “played” over the school network are allowed.
- Violent games and computer images containing obscene violence or pornographic material are not allowed on school grounds in any format including games, music with vulgar lyrics or titles, pictures, text documents, PowerPoints, etc. Any student found with a file that is considered violent, obscene, vulgar or pornographic will be disciplined in accordance with School policy.
- Other devices capable of utilizing wifi (such as cellular phones, PDA’s and hand-held as well as console based gaming systems) are prohibited.

File Sharing

- File sharing, peer-to-peer 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 on campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be used on school grounds.

Privacy, Use, and Safety

- Do not use the network in such a way that would disrupt the use of the network by other users. Students may not download large files over the Internet during school hours.
- Do not intentionally waste limited resources such as paper and printer cartridges that are provided by VCA. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- 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.
- Devices capable of utilizing wifi (such as cellular phones, PDA’s and hand-held computers as well console based gaming systems) are prohibited.

Consequences

- Conference with the Administrator
- Loss or restriction of technology privileges
- Detention or suspension
- Parental notification
- Community service to the school
- A very serious infraction could result in separation from the school.
- A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of VCA.
- Deliberate attempts to violate VCA's acceptable use guidelines, or compromise, degrade, or disrupt system performance may result in restricted use of technology at school or other appropriate consequences.
- VCA may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the Acceptable Use Policy.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members.