

Responsible Use of Technology

at

Central Valley Christian School

2006-2007

(Acceptable Use Policy)

"Grateful for the advances in science and technology, we make careful use of their products, on guard against idolatry and harmful research, and careful to use them in ways that answer to God's demands to love our neighbor and to care for the earth and its creatures." (Paragraph 52, Our World Belongs to God, CRC Publications, 1988.)

Technology comes from God and we are his stewards of this technology. God requires accountability in our use of these gifts. As an institution that yields to the leadership of Jesus Christ, Central Valley Christian School expects responsible use of technology by both students and staff. Technology also brings new situations to which Christian ethics still apply. To amplify what this community intends by responsible use, the following acceptable use policy is presented.

These rules are not made to get students into trouble but to guide them into the correct use of our computer and networked equipment. In short, they are written to keep students out of trouble. Consequences of violating rules can be found near the end of this document. Major headings are in bold print. The Dos and Don'ts of each section are boxed so that you can easily refer to the rules. No student will be allowed to use any of our computer equipment until the AUP form is returned signed by parent/guardian and student. A one week grace period is given to students who are taken to the computer labs by a classroom teacher. However, after the first two week of school, students will be denied computer use unless the form at the end of this document is signed by both student and parent/guardian and returned. You only need to return the signed form, not the entire document. The document is always available online in printable format at <http://home.cvc.org/info/cvcaup.pdf>

Respect for one another's need for access

Students, staff, and administration who are involved in educational or research activities should have the highest priority in the use of technology (computers, scanners, printers, etc.). Their use should not be hindered by others involved in lower priority activity. This means those with higher priority may request, on their

own or through a staff member, that a lower priority user relinquish the resources. Central Valley Christian School is a community where all members should act in their neighbor's best interest.

Priority Use of Lab Facilities

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

1. Class Assignments and Requirements

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

2. Student Leadership and College Search Activities

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

3. Personal Use

Bulletin boards; blogging, games and other personal use. Except for special permission, this usage will NOT be done during school hours.

Not hindering legitimate access also means that staff and students do not waste technological resources. This includes wasteful use of any computing resource, including processor, file space, printers, modems, or network usage for trivial and/or non-educational purposes. It also includes destruction or potential destruction of resources by the use or ownership of viruses, worms, trojan horses, or other destructive programs.

Respect for one another's Biblical values, feelings, and health.

*"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."--
Ephesians 4:29*

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 Central Valley Christian School for we are ambassadors of Jesus Christ to the world. Our

communications will reflect not only our school but also on our witness as Christians.

The following will NOT be permitted:

1. Displaying offensive or pornographic messages or pictures on the computer screen.
2. Sending offensive or pornographic messages or pictures via email, email attachments, file-transfer, or any other means of cyber-communication such as IRCs., instant messaging, web page authoring, etc.
3. Transferring to hard disk or other electronic media (CDs, USB drives, etc) containing offensive, racist, or pornographic messages or pictures.
4. Giving via hard copy or computer disk any files containing offensive, racist, or pornographic messages or pictures to any student at Central Valley Christian School.
3. Using obscene language
4. Harassing, insulting or attacking others
5. Sending or forwarding "chain letters" or "broadcast" messages.
6. Spamming, or any email use that is not authorized by your supervising teacher.
7. Do not touch eyes or mouth when using public computer keyboards and mice. Certain diseases, such as pink eye and SARS, can be spread from public computers. Always wash your hands after using a computer and before eating lunch or dinner.

The following MUST be done:

1. All communication should reflect our school and our Savior in a positive way.
2. Be polite when dealing with others.
3. Report immediately any violation of this policy to the responsible teacher or administrator.
4. Wash hands after using computer keyboard and mice. Some diseases, such as pink eye and SARS, can be spread from public computers. Wash your hands before using the computer if they are sticky or dirty.

Respect for one another's property

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, and can subject both the individual as well as Central Valley Christian School to prosecution.

The following will NOT be permitted:

1. Violating copyright laws
2. Installing or uninstalling any programs without supervising teacher's direction.
3. Changing any system settings, including the desktop environment such as the wallpaper, icons, icon names.
2. Trespassing in another's folders, work, files, or floppy disk
3. Copying another person's work to present as your own. [appropriating other people's intellectual property without permission]
4. Unauthorized use of a password
5. Uploading any files onto a computer without the supervising teacher's permission.
6. Installing screen savers
7. Storing information on the computer's hard drive without the supervising teacher's permission.
8. Intentionally wasting limited resources such as using paper, printer ink or toner, disk space for personal non-school use.
9. Creating or transmitting computer viruses, worms, Trojans, spyware, or adware.
10. Not checking a file for viruses before using it on a CVC computer.
11. Do not bring food or drink into a computer lab. Do not have food or drink near any CVC computer.
12. Do not touch TFT computer screens. (Those are the thin flat computer screens.)

*The following **MUST** be done:*

1. No student will transfer files from a home or non-CVC computer, whether by CD, floppy, card, FTP server, email attachment, or any other means of transfer unless they pertain to school work and have been checked by updated anti-virus software. This must also receive approval by the supervising teacher. [NOTE: If you plan to transfer documents from a word processor, always save them in rich text format (.rtf). Choose the SAVE AS command on your word processor and choose rich text format for "save as type".]
2. Even if you have checked a file for viruses on a home computer, you must check each file with the antivirus program on the CVC computer. This is done with a right click of the file in Windows Explorer and then clicking to check for viruses. Never open a file unless it is cleared by both the supervising teacher and the antivirus software on the computer.
2. Report immediately any violation of this policy to the responsible teacher.

Respect for one another's privacy

Respect for others also means a respect for their privacy. Any unauthorized access to other's files, electronic mail, or other communications is not permitted. Likewise, unauthorized access into restricted system files is not permitted.

*The following will **NOT** be permitted:*

1. Trespassing in another's folders, work, files, or floppy disk
2. Opening someone else's email.
3. Unauthorized snooping into our computer systems.
4. Opening a grade file or file containing confidential information.
5. Opening a file containing a quiz, test, or answer sheet that a teacher has written.
6. Copying any file or folder contents without permission from the responsible teacher.
7. Forwarding private e-mail correspondence without the author's prior permission.

The following MUST be done:

1. All communication should reflect our school and our Savior in a positive way.
2. Be polite when dealing with others.
3. Report immediately any violation of this policy to the responsible teacher or administrator .

Respect for Authority

It is a biblical principle that authorities should be obeyed unless they directly violate the laws of God. Therefore, students are expected to obey government laws and teacher rules concerning use of the computer and internet. Transmission of any material via internet in violation of any US or state regulation is prohibited. When teachers give assignments to students that require computer use, students should stick to the task at hand. For example, they do not have authority to check out sports scores on the internet if they were assigned to do research on another topic. When teachers and/or the school board give directives on computer/internet use, these policies must be followed.

The following will NOT be permitted:

1. Violation of any US or state regulation
2. Giving personal information out to strangers via the internet. [Do not reveal your personal address or phone numbers of students or faculty].
3. Disobeying classroom or school rules concerning use of a particular computer or internet..
4. Using school equipment for commercial purposes.

The following MUST be done:

1. When assigned an activity by a teacher that requires the use of technology, stick to the task.
2. Obey all board policies and teacher regulations.

3. Report immediately any violation of this policy to the responsible teacher or administrator .

PROPER USE OF OUR ONLINE FACILITIES

Internet Access is available to students and teachers of Central Valley Christian High School. We believe the Internet offers vast, diverse, and unique resources, promoting educational excellence at Central Valley Christian School. It opens up the world's largest library to us and facilitates resource sharing, innovation and communication. It can magnify what is good in the world and it can 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. We do have the following rules.

Please note that what you pass along via the Internet is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities. We or our web server may be required by law to turn over any magnetically stored information on our computer system, including email and email records.

Whatever is published on the Internet via www.cvc.org is considered the property of Central Valley Christian School and can be censored so that its content is considered to glorify God through the authority of the supervising teachers, administration and board.

The following is a list of what is NOT permitted:

1. No use of search engines to obtain pornographic or violent materials.
2. No use of Internet communication to harass or harm other people.
3. No use of Internet to snoop around other people's files.
4. No use of Internet to steal.
5. No use of Internet to bear false witness.
6. No use of Internet to take God's name in vain.
7. No use or copy of software without permission (public domain freeware and shareware is acceptable)

8. No downloading files downloaded from the Internet or email unless computer has been recently updated anti-virus software (ask supervisor), the files have been checked with anti-virus software, the files pertain to school work, and you have the supervisor's approval.
9. No uploading or downloading pornographic, violent, or illegal materials via the Internet.
10. No appropriating of other people's intellectual output without permission.
11. No downloading of materials from the Internet to give to a teacher as your original work.
12. No viewing of pornographic materials.
13. No use of chat rooms or communication software on CVC computers unless relating to school work and done under the close supervision of a teacher
14. Do not reveal your personal address or phone number or addresses of phone numbers of any students or staff of CAC.
15. Prevent gossip. Do not send "chain letters" or "broadcast" messages over the Internet.
16. Do not spam or do commercial business from CVC computers.
17. Do not read other people's email or other electronic communication. Consider it private.
18. Do not publish any pornographic, violent, illegal material or any material that is not God-glorifying on our Internet site.
19. Do not tie up the computer doing unproductive work when others are waiting to use the Internet.
20. Do not delete any item from the cache or history file.
21. Do not open personal email on CVC computers unless it pertains to school work. You may transfer school work between home and school lab and library computers. Absolutely no attachments are to be opened unless they are teacher-approved, virus-checked, and expected.
22. Do not install any programs downloaded from the internet. Installation of programs on CVC computers needs the approval of the Director of Technology under the approval of the CVC Technology Committee.

23. Do not visit blogging web pages or sources such as Xanga.com, MySpace.com, or Youtube.com UNLESS it pertains to assigned school work. You may never visit such pages without teacher supervision and approval.

The following is a list of what is required while using the Internet:

1. In all electronic communication, show consideration and respect to others. Always be polite.
2. Take reasonable care to publish truthful information on our web site.
3. Respect the privacy of others by not opening their email or snooping in files containing their electronic communication.
4. Always obtain the permission of the supervising teacher before running new programs or opening files from a floppy or CD. Have the supervising teacher check all downloaded files for viruses with updated software before running them on our system.
5. When doing research for a class activity, stick to the task.
6. Always relinquish the computer to others who have a higher priority use.
7. If a popup from Microsoft antispysware, Spybot, Spywareblaster, or other protective software warns of a change about to take place on your computer, inform the supervising teacher immediately.
7. Report any infraction of these rules to the supervising teacher immediately.

Transferring files from home

We discourage the transfer of school work between home and school via floppy disks. Floppy disks are not reliable, they hold very little information (1.4 MB), and they are hard to control. As a result students are often frustrated when files do not successfully transfer. In addition, viruses are often brought in with floppies. We suggest that students use our FTP servers such as ftp.cvc.org or students.cvc.org to transfer files online between home and school. This tends to be more reliable and our FTP servers have anti-virus software. The high school labs and library have card readers so that files can also be brought in by flash cards such as Compact Flash cards, Memory Sticks, etc. Our other labs should have card readers soon. Modern flash cards can hold large files, such as PowerPoint presentations and

multimedia files. They are also more reliable than floppies in transferring data. Since they have to be read into our system with card readers, they are easier to control for viruses.

Enforcement

Use of the computing resources at Central Valley Christian School is a privilege, not a right. Violation of any of the above ethical guidelines will subject the violator to disciplinary action, which may include any of the following: warnings, loss of computer privileges, suspension, or legal prosecution. Violations are classified into three categories with differing levels of enforcement.

Category I: Accidental Violation

This level includes violations of policy that are accidental. 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 did not expect to find there, he 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.

Action for Category I Violation: The student must write up how the accidental violation happened and what measures he can take to prevent this mistake from repeating. It must include the location, date, and time of the infraction and be signed by the student and the supervisor. If this corrective action is not taken within a week of the incident, the violation will become a category II violation.

Category II: First-Time and Minor Violation

This level includes a first-time violation of policy that is not classified as category I (accidental with corrective action) or category III (serious violation). Even if a student claims that a violation was accidental, it will not be considered accidental unless the procedures for a category one infraction are taken. For example, if a teacher notices when investigating a computer's cache that a student was visiting a forbidden site on the Internet., the violation becomes at least category II since the student did not immediately inform the teacher. If an accidental violation does not receive corrective action within a week, the violation is promoted to category II.

Action for Category II Violation: The student will be suspended from all school computer use for one month. Parents and/or legal guardian will be notified of the infraction. A case-by-case exception may be granted for supervised group activities that are required during a class through special permission. To be reinstated to use the computer, a paper must be signed by the student and cosigned by a parent or legal guardian that the behavior will not be repeated.

Category III: Repeat Violations and Major Violations

This level includes repeat offences of acceptable computer use policy and/or of serious, illegal uses of the computer. For example, sending pornographic materials through school computers by email is serious enough to be considered category III even if it is a first time offense. Using a search engine for obtaining information on a pornographic site, though not condoned, may be considered only a category II infraction due to adolescence. However, if it is done repeatedly, it reflects a major problem in the child's life and major action should be taken. Legal authorities may be called in for certain serious infractions.

Action for Category III Violation: The student will receive indefinite suspension from all computer use on the Central Valley Christian School Campus. Depending on the number and seriousness of offences, the student may be suspended or expelled. Legal authorities may also be called in. Fines may also be imposed if damage to our system results.

Violations may result in a loss of access as well as other disciplinary or legal action.

User Agreement and Parent Permission Form 2006-2007

I certify that I have read CVC's AUP at <http://home.cvc.org/info/cvcaup.htm> or I have read a printed copy. As a user of the Central Valley Christian Schools computer network, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. Student Signature _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Name of Student _____ Grade _____ Birth Date _____

Address _____

Home Telephone _____

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