

FBA Student Policy for Computer Use and Internet Access

Purpose

All computer resources and facilities of Fellowship Baptist Academy shall be used solely for legitimate and authorized academic, instructional, research and public service purposes. Academy computer systems and networks are provided for actively enrolled students as a part of the academic program. Students are encouraged to become proficient in the use of the computers as a means of enhancing their educational experience. The Academy provides a link to the Internet for academic use only. The Academy and the Academy's Internet provider maintains a filtering database to block controversial and/or explicit material from being accessed by students. However, widespread student use also necessitates certain rules of computer conduct. Use of computer and Internet resources is a privilege, not a right. Therefore access to computer and Internet resources may be disabled, suspended or revoked if abused.

Students have a responsibility to use the school's computer resources in an efficient, ethical, and lawful manner. Upon identifying a violation of this policy that constitutes an immediate, clear danger to the Academy's computer systems or networks the Faculty may immediately limit or suspend a student's access to school computer resources while the infraction is being investigated.

The Academy may monitor student user accounts, files, printing, Internet history, and/or login sessions for appropriate management purposes. Such purposes include but are not limited to performing archival and recovery procedures, evaluating system performance, compliance and ensuring system integrity and security.

Requirement for Access

The Academy will not grant access to computers or Internet resources without prior authorization of the student's parent or guardian. The student and parent/guardian must completely read, understand and accept this policy in full. A completed agreement slip must be signed by both the parent/guardian and student and returned to the Academy Principal. A Network account will then be given to the student to access the school's computer and Internet resources.

Warranties

User data are considered his/her property, and therefore are his/her responsibility. While efforts are made to ensure that reasonable security procedures are carried out, the Academy and its personnel shall not be held liable for damage to, theft of, or loss of, user data by means of procedural error, equipment malfunction, vandalism, or natural or man-made disaster.

With regard to Internet access, Fellowship Baptist Academy and its employees make no warranties of any kind, whether expressed or implied for the service it is providing and will not be responsible for damages to parents, guardians, or students that might incur. This includes loss of data or service interruptions. The Academy specifically denies any responsibility for the accuracy or quality of information obtained through Internet use.

Computer Use Policy Procedure

1. Before using the computer check the computer station. Notify the monitoring teacher if anything is damaged or missing.
2. Use only the applications that have been installed by Academy personnel.

3. Use the computers and printers for educational purposes. Responsible consumption of computer supplies must be observed. A school assignment has an educational purpose. Other reasons for consuming supplies, such as printer paper/toner, must be approved by the monitoring teacher.
4. Do not change the configuration of computer hardware, remove or replace cables of any kind, attach any unapproved devices of any kind, change monitor settings, or modify computer hardware in any way. Changes of computer hardware configurations may be done only by the Academy Principal.
5. Use only your own account and password for all computer work. Do not share your account and password with others. Damage or loss of personal files, even sabotage, can result from allowing others to use your account and password.
6. Do not use electronic devices such as a portable audio device in the computer laboratory. Food and/or beverage can damage computer equipment. It is the student's responsibility to care for the equipment provided to them, any damage due to food being consumed around computer equipment will result in a monetary fine.
7. Adhere to copyright laws. Users are expected to respect copyright laws, which govern the use, copying of software, citing of information and attributing authorship.
8. Although files may be saved to the network server, it is the student's responsibility to take the necessary precautions to prevent loss of data. It is recommended that each student back up to a student USB stick (this is not provided by the school).
9. For security exit all applications and log off the computer properly.
10. When you finish, clean up the area, set the computer as it was, push in the chair and make sure the printer area is cleaned up. Unwanted printouts should be recycled.

Rules and Regulations

1. The Academy has a right and duty to protect its valuable computer resources and to restrict student access to uses that are solely related to the students' academic programs. The Academy reserves the right to define what unauthorized student uses are.

UNAUTHORIZED USES for students include but are not limited to the following:

- Computer games that are not assigned course work;
- Installation of personal software;
- Entering chat rooms or instant messaging;
- Development or transmitting of chain letters;
- Entering or transmitting of commercial advertisements or solicitations;
- Entering or transmitting of obscene material;
- Sexual harassment or other forms of harassment aimed at others or otherwise threatening others;
- Sharing one's own computer account with others, using another person's accounts, or copying, modifying, replacing, or deleting any other user's files;
- Violation of copyright laws or using or copying software in ways that violate the terms of the license;
- Entering, creating or transmitting computer viruses or any form of intentionally destructive programs;
- Intentional disruption of network services;
- Connecting/Disconnecting any device to the network or computer without permission;

- Modification of existing software used for system/network monitoring and management, or installation/possession of monitoring/management software;
 - Physically harming or defacing Academy computer equipment;
 - Printing of materials that have no academic or educational purpose;
 - Downloading, transfer and/or storage of computer programs (compressed or uncompressed), executable files, batch files, or command files;
 - Storage of personal files that serve no educational purpose;
 - Gaining access to unsupervised laboratories;
 - Use of computer equipment designated for the use of school personnel;
2. Users are responsible for the security of their own account and password. Consequently, account owners are responsible for actions taken from their account by any person, whether or not the action was taken with the owner's knowledge or permission. Actions that violate these policies can result in immediate disabling, suspension, and/or revocation of the account owner's privileges.
 3. Any person who has been authorized to use the computing resources shall be expected to regard all copyrighted personal or proprietary information, which may thereby become available to him/her as confidential, unless he/she obtains from the owner written permission to copy, modify, or otherwise use any part of it. Any software, for which the Academy has obtained a license, will be used in accordance with the terms of the license.
 4. Each user's data are considered his/her private property. Users shall therefore not attempt to access, copy, modify, replace, delete or otherwise make use of any other user's account or its contents. Users also shall not harass other users, nor subject other users to obscene or offensive language through the network.
 5. Users shall not attempt to copy, modify, replace, delete or gain unauthorized access to any software component or data file that is part of, or is used by, the computer operating system and/or computer/network management programs.
 6. Users must not attempt unauthorized modification or repair of any equipment owned or controlled by the Academy. No equipment will be connected to or disconnected from the network without prior, permission from the Academy Principal.
 7. Students are required to adhere to any notices or bulletins from the Academy that may be posted. This would include electronic or paper notices that may appear on or within equipment or posted in rooms.

The Academy and its authorized personnel reserve the right to perform computer resource management functions, which include but are not limited to: setting priorities on the use of Academy computer facilities, establishing expiration dates and size restrictions for user files and accounts and limiting or denying access to computer resources when system maintenance or repairs are required, or when environmental conditions present a risk to users or equipment.

A student's network account will remain active until the student graduates. At which time the account and files saved within the student's network store will be deleted. If a student transfers out-of-Academy or is removed from our enrollment for any other reason, the account and files will be deleted. It is the students' responsibility to back-up their files and bring them home before they depart, if they wish to keep them.

Internet Use Policy

Guidelines

In addition to local resources, Fellowship Baptist Academy provides access to the Internet. While there is access to a multitude of beneficial informational resources, some material may not be appropriate. To restrict access to controversial media the system uses blocking software as a precaution. Parents or Guardians are encouraged to

discuss these responsibilities with their children and advise them on the possible controversial and negative aspects of this technology.

Acceptable Use

The purpose of this technology is to foster research and education. The transmission of any material in violation of United States or state regulation is strictly prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret.

Privileges

Internet users enjoy certain rights and privileges, which include:

- ***Safety:*** To the greatest extent possible the students will be protected from harassment and unwanted contact. Users are instructed not to give out their home address, phone number, credit card information or password. However, making the Internet available to students carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes, creating a “safe environment” is impossible, and implying that it is being done is a disservice to students, parents or guardians. The school’s focus is to provide the understanding and skills needed to use the Internet in ways appropriate to students’ educational and recreational needs rather than to control the environment.
- ***Intellectual freedom:*** Within the framework of responsibilities listed below, this is a free and open forum for expression, including viewpoints that are unorthodox or unpopular. Considerate and respectful disagreement is welcome.

Use of the Internet is a privilege not a right. Inappropriate use of this resource will result in a cancellation of this privilege and/or disciplinary sanctions. Inappropriate use of the Internet will result in disciplinary sanctions.

Rules and Regulations

1. Use of appropriate language is required. Profanity or obscenity in written communication over the Internet is inappropriate as it is in all areas of school life.
2. Accessing or downloading offensive or sexually explicit material is prohibited, as is behavior that is harassing or antisocial.
3. Downloading is limited to documents for school use only.
4. The use of gaming, chat room or messaging software is prohibited.
5. Adhere to copyright laws. Users are expected to respect copyright issues regarding downloading and use of software, retrieval and citing of information and attributing authorship.
6. Use of the Internet for any illegal activities is prohibited. Illegal activities include, but are not limited to: libel, unauthorized entry into computers, or deliberate vandalism or destruction of computer files.
7. Impersonation and anonymity are not permitted. Users must take responsibility for their actions and words.
8. Exemplary behavior is expected on “virtual field trips”. When “visiting” locations on the Internet, students must act according to all the guidelines in the Fellowship Baptist Academy Handbook.
9. Use of the Internet during instruction is prohibited. The teacher has the right to suspend or commence Internet privileges during their class period.

Consequences for Computer and Internet Use Infractions

***** If the computer is broken and it is determined that it is due negligence or misconduct of the student, a \$100 FEE for computer replacement will be assessed.*****

- First violation of one item on either agreement will result in loss of a school day and a parent/guardian conference with the Principal.
- Second violation of one item on either agreement will result in loss of user privilege for two days and a 1 day school suspension. (Re-admittance to school requires Parent/ Administrator Conference)
- The result of Subsequent violations of one item on either agreement will be at the discretion of the Principal and Administration of the Academy and may include suspension and/or expulsion.

If a student is enrolled in a course in which computer use is essential to accomplishing the required work, the student must arrange to complete the work outside of school.

AGREEMENT AND APPLICATION FOR COMPUTER AND INTERNET ACCESS

FELLOWSHIP BAPTIST ACADEMY

STUDENT CONTRACT: I have read and understand this Policy for Computer Use and Internet Access for Fellowship Baptist Academy. Student agrees to abide by the stated guidelines. By signing this form, I further understand that any violation of these regulations could result in access privileges being denied, school disciplinary action and/or appropriate legal action being taken. I also understand that if I mishandle or break the computer I have been assigned there is a \$100 fee for replacement and or repair.

Student's Last Name _____

Student's First Name _____

Year of Graduation _____ Student's Signature Date _____

PARENT OR GUARDIAN: (If applicant is under the age of 18 a parent or guardian must also read and sign this agreement.) As a parent or guardian of this student, I have read this Policy for Computer Use and Internet Access at Fellowship Baptist Academy. I understand that this access is designed for educational purposes and that Fellowship Baptist Academy has taken available precaution to eliminate access to controversial and inappropriate materials. However, I also recognize it is impossible to restrict or eliminate all controversial materials and will not hold the school Academy responsible for materials acquired on the network. By signing below, I have reviewed these responsibilities with my child and give my permission for Internet access. I also understand that if my child mishandles or breaks the computer they have been assigned there is a \$100 fee for replacement and or repair.

Parent/Guardian's Last Name _____

Parent/Guardian's First Name _____

Parent/Guardian's Signature Date _____

NOTICE: Failure to properly complete and sign this form by either party will void this agreement and limit my child for online classes at the Academy.

PLEASE RETURN THIS FORM TO THE OFFICE.