

Canaan Christian Academy

Technology - Acceptable Use Policy

Canaan Christian Academy (CCA) is an educational institution that is first and foremost Christian in its belief, practice, and teaching.

CCA has a commitment to provide programs for students to develop awareness and a degree of proficiency, in the understanding and use of technology. Our goal is to integrate technology into aspects of a student's experience at CCA so that he can become a life-long learner and user of these resources.

We have formulated an Acceptable Use Policy (AUP) for all persons involved in using school technology. As an overriding principle, we require those using school technologies, to exercise godly discernment and judgment, be willing to follow stated procedures, and show consideration to both the equipment and others in its usage.

We believe that we are responsible to maintain and teach young people what is biblical and appropriate in all aspects of life and education. While we realize the world is advancing in technology and the access to all information is available 24 hours a day seven days a week, there are things that are not edifying or appropriate for students to access. Our desire is to use technology and teach appropriate use of technology with our students to foster a greater learning environment for the Academy and for each individual student. We also trust that each parent will partner with us to guard and develop self-discipline with their students for now and in the future.

It is to be understood that there will be serious consequences for **any** inappropriate use, deliberate damage, or failure to follow directions in handling the equipment, including hardware, software, printers, scanners, cameras, etc.

Willful destruction of school property is considered vandalism and will be dealt with in accordance with the CCA handbook. In addition to appropriate discipline, restitution will be required for repairs or replacement of damaged equipment. Persons willfully or maliciously damaging or violating this AUP will lose the privilege of using the school's technology in the future. Personal equipment from home may only be brought to school and used with expressed written permission from the administration.

General Policy and Guidelines:

Staff and students are responsible for the use of their own technological devices and for the use of any school device. Technological devices should not be shared among students; neither should technological usernames and passwords. Anything a student or staff member places on a file, the internet, or a device is a reflection of what is in the heart of the individual. Ideas, statements, or photos that are not in harmony with the philosophy of biblical principle and thus not in harmony with the Academy policies will be subject to review and discipline by the administration.

- All usage is not to violate existing copyright laws.
- Any violation of this AUP is to be reported to CCA administration.
- Use of electronic resources for recreational entertainment is prohibited.
- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found on

line. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

- Installation of software of any kind on CCA computers or servers without express written permission from the administration is strictly prohibited.
- To transmit or knowingly receive any materials in violation of any United States, Commonwealth of Pennsylvania, or Canaan Christian Academy regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
- Inappropriate content is strictly prohibited.
- Violating the rules, regulations, policies or terms of any network, server, computer database, or website will be considered a violation of these policies.
- Use of technology equipment owned by the school must be normal and ordinary.

Network etiquette:

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Never send, or encourage others to send abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material, or images. Illegal activities of any kind are strictly forbidden. Remember that you are a representative of Christ and our school. You may be alone with your computer, but what you say and do can be viewed globally.
- Privacy. Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
- Computers, files, and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users. Messages relating to or in support of illegal activities must be reported to the authorities.
- Do not use computers or the network in such a way that you would disrupt the use by other people. Talk, write, and chat commands may be intrusive and should only be used after receiving permission from the other party. Chain letters and Inter-Relay chat are misuses of the system.
- Permission of the supervising staff member must be obtained before downloading files or installing programs to a computer.

Resources for policy formation:

Cramer, Meg and Hayes, Gillian. *Acceptable Use of Technology in Schools: Risks, Policies, and Promises*. http://www.gillianhayes.com/wp-content/uploads/2011/01/J8_IIIEEPervasive_CramerHayes2010.pdf

Acceptable Use Policy for Technology from Troy Christian School, Troy, Ohio.
http://troychristianschools.org/fileadmin/content/admissions/documents/Technology_Policy.pdf

Wilmington Christian School Technology Acceptable Use Policy
www.wilmingtonchristian.org/info/h/techau

Canaan Christian Academy Student User Agreement

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of Canaan Christian Academy. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the Canaan Christian Academy electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless Canaan Christian Academy from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Required Student Signature

Student Name (please print):

Signature: _____ Date: _____

Parent or Guardian Consent for Independent Use

Parents and guardians need to be aware that relatively small portion of information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. Canaan Christian Academy does not condone the use of such materials and will not allow the use of such materials in school. Canaan Christian Academy will diligently work to eliminate such material from our network. It is impossible to restrict access to every controversial item. For this reason, we are giving parents and guardians the option of not permitting their child to have access to the Internet, under the supervision of the staff, for educational purposes. If you do not wish your child to have access to the Internet in school, please contact Mr. Boole, CCA principal, and fill out the Access to Internet Parent "Option-Out" form, available in the school office.

As the parent or guardian of the student signing above, I have read the electronic resources Acceptable Use Policy and guideline for student use established by Canaan Christian Academy. I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computer, or Internet, may be objectionable, but I accept responsibility for guidance of computer or Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Required Parent/Guardian Signature

Custodial Parent/Guardian Name (please print):

Signature: _____ Date: _____