

HERITAGE CHRISTIAN SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Heritage Christian School computer and Internet access is to be used for educational purposes only and will allow students and staff to share information, learn new concepts, research a variety of subjects, and create and maintain a school-based website.

Every year, students who want computer and Internet access need to sign and submit this form to the school. By signing this agreement, each user agrees to abide by the following rules and guidelines and to report any misuse of computers or the Internet to a teacher or supervisor. Heritage Christian School may also revise this policy anytime it is necessary and will post any changes on the school's website, in school memos, or by written notice.

Heritage Christian School cannot control information on the Internet. Sites accessible on the Internet may provide information that is illegal, inaccurate, offensive or contains pornography. While Heritage Christian School provides filtered internet access and while personnel review and evaluate resources in order to offer "homepages" and menus of materials which are instructionally sound, students may also move beyond those resources to others not evaluated by the staff. At these times they will have the ability to access unacceptable materials. Parents must therefore discuss their own expectations and standards with their children. Ultimately, each student must make a decision to use telecommunications in a manner which is responsible, legal, moral, appropriate and God-pleasing.

The use of computers and the Internet is a privilege, not a right. Heritage Christian School can review personal files and online activities at any time. Students who do not comply with the school's policies and guidelines **will lose computer and Internet privileges** for a period of not less than one week. Repeated or severe infractions will be addressed by the existing discipline plans regarding inappropriate language or behavior and may result in permanent loss of access privileges, suspension, expulsion and/or appropriate legal action. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations will be considered theft.

By signing the attached form, all users agree to the following:

- I will limit my use of school computers, materials, and equipment to school approved educational purposes.
- I will not access, send, or display pornography, obscene pictures, harmful materials, or materials that encourage others to violate the law.
- I will not take part in abusive or offensive language of any type, including (but not necessarily limited to) swearing, name-calling, threatening, demeaning, indecent or immoral language or harassment.
- I will follow the rules on network etiquette and use appropriate language and polite responses.
- I will not share my home address or phone number with another user for any purpose.
- I will not intentionally waste resources (paper, ink cartridges, etc.)
- I will not trespass in the work or files nor vandalize the data of another user.
- I will not plagiarize information received in any form.
- I will not share my password with anyone else.
- I will not gain unauthorized access to resources or entities; I recognize that doing so will result in immediate cancellation of my privileges.
- I will not degrade or disrupt equipment, software or system performance.
- I will not download nor upload pirated or illegal software in violation of copyright law.
- I will print only to my local printer.
- I will not use telecommunications access provided by Heritage Christian School for illegal purposes of any kind.
- I understand that students must successfully complete the Student Internet Test before computer and Internet access is granted.

**HERITAGE CHRISTIAN SCHOOL
TECHNOLOGY ACCEPTABLE USE POLICY (AUP)
STUDENT AGREEMENT**

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy for Heritage Christian School

By signing this waiver and consent, I understand and agree that this access is designed for educational purposes only.

I understand that if a claim is made against Heritage Christian School as a result of my use of computers or the Internet provided by the school, Heritage Christian School reserves the right to respond as it deems appropriate and to hold all offending parties, including me, responsible.

I understand that if I am uncertain about whether a particular use of computers or the Internet is appropriate, I am to ask a teacher or supervisor. I also understand that by the terms of the AUP, I am required to report any misuse of computers or the Internet to my teachers or supervisors.

I release Heritage Christian School Administration and Staff, those affiliated with Heritage Christian School and its Board of Directors from any claims or damages of any nature arising from my access or use of computers or the Internet. I also agree not to hold Heritage Christian School responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs I might incur.

Student Name (please print) _____

Student Signature _____ Date _____

Parent or Guardian (please print) _____

Parent or Guardian Signature _____ Date _____

The student completed the Student Internet Test on the following date: _____

The student completed Netiquette Training on the following date: _____

NETIQUETTE
“Network Etiquette”
A Code of Proper Behavior on the Internet

1. Be polite & considerate -

- Don't publicly criticize
- Be forgiving of mistakes
- Be considerate of others; don't hog the system
- Be careful of “jokes” which can be misunderstood

2. Protect and honor the privacy of others

- Be safe - Don't post yours or anyone else's personal information
- Remember, nothing is guaranteed to be private
- Respect others private property and data

3. Keep messages easy to read

- Use clear subject headings on e-mail
- Use regular capitalization (ALL CAPS = SHOUTING)
- Follow grammar rules
- Check spelling
- Proofread and edit
- Avoid using acronyms; they can be misunderstood

4. Give credit where credit is due

- Don't alter quoted text
- Don't quote long passages
- Identify all sources
- Follow copyright laws

5. Identify Yourself (with care)

- Use short “signatures”
- Never send anonymous messages

6. Take care of your system

- Check and delete your e-mail regularly
- Don't attach big files to e-mail messages
- Store your data on disks rather than the hard-drive

7. Let others see a responsible you

- Don't forward chain letters: letters with forwarding instructions
- Don't forward net hoaxes: ask you to pass them on to others
- Don't send internet junk mail (called “spamming”)

8. Know where you are

- Think before you click
- Log where you've been
- Watch your URL endings before clicking (website addresses)