Whitehall Christian School
Internet, Network and Computer Technology

Acceptable Use Policy

Preamble:

All students are encouraged to use computer technology to develop skills and improve learning through research, collaboration, and dissemination of successful educational, methods, and materials available through the use of the computer.

The Whitehall Christian School (WCS) network is to be protected with software that restricts access to objectionable sites on the Internet and eliminates a vast majority of potential problem situations. This document details the Acceptable Use Policy for Internet, Network and Computer Technology at WCS.

Definitions:

Social Media- Social media is any digital tool that allows users to quickly create and share content with the public. Social media incorporates a wide range of websites and apps. Such as Facebook, Instagram, Twitter and Snapchat.

Cyberbully- A person that uses electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Cyberbullying- is the use of electronic information and communication devices to bully a person. This is done by sending messages of an intimidating or threatening nature through but not limited to email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

Copyrights- Copyrights protect the right of an author to control the reproduction and use of any creative expression, such as literary works, graphical works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

Social Networking Site- A social networking service is an online platform which people use to build social networks or social relationships with other people who share similar personal or career interests, activities, backgrounds or real-life connections.

Facebook- A social media website/app where people can connect with friends, family and other people you know for sharing photos, videos and messages which provides a social networking service.

Instagram- A social media website/app that allows messages, photo and video sharing social networking service.

Policies

Use of technology and the computer system at Whitehall Christian School is a privilege. To make the computer systems available to students who need them and to keep the network operating efficiently, it is required that students agree to and abide by the following conditions:

Students are expected to:

♦ Share and interact in a way that will enhance their reputation, the reputation of others, and the reputation of the school, rather than damage them
♦ Always treat others in a respectful, positive, and considerate manner
♦ Exercise good judgment in all situations, behaving in a way that will make you and others proud and reflect well on our school.
♦ Use technology for the purpose of learning, conducting research and completing classroom assignments
♦ Treat technology equipment with care and respect
♦ Use only accounts provided by the school
♦ Communicate with others in a courteous and respectful manner
♦ Maintain the confidentiality of his/her personal name, address, phone number, password(s), and respect the same privacy of others
♦ Refrain from online gaming and non-academic multimedia consumption
♦ Agree to the review of communications, data, and files by WCS
♦ Comply with copyright laws and the intellectual property rights of others
♦ Report any incident of harassment to the Principal, School Board Chair and/or Superintendent
♦ Report any violation of this Acceptable Use Policy to the principal or school board chair.

The Whitehall Christian School (WCS) network is protected with software that restricts access to objectionable sites on the Internet and eliminates a vast majority of potential problem situations. The school's filter system supports blocking or filtering access to anything that may be harmful to minors. To ensure the safety of our students, all devices with Internet access will be restricted from accessing inappropriate materials.

Whitehall Christian School has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from the sites.

The school has the right to search all electronic media/devices on campus including computers, storage devices, and cell phones.

CYBERBULLYING:

Cyberbullying is the use of electronic information and communication devices to bully a person. This is done by sending messages of an intimidating or threatening nature through, but not limited to, email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings, defamatory websites and social media.

As a Christian school we strongly believe in creating a safe environment for our students. WCS has a zero tolerance against cyberbullying. Reported instances will be taken very seriously in accordance with school and Conference policies and guidelines. WCS prohibits acts of cyberbullying by WCS students and staff through the use of any WCS owned, operated, and supervised technologies. The school principal or superintendent may report allegations of cyberbullying to law enforcement authorities.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the school principal, superintendent or school board chairperson.

Student access to the school network and Internet may be restricted because of low grades or other disciplinary issues. It is not possible to list all activity that is not permitted, but the following list gives examples of unacceptable behavior that extends to the technology area:

Students Will NOT engage in any of the following:

♦ Log in to another student's account without his or her authorization
♦ Use another person's password or sharing your password with others
♦ Browse in another person's folders, work, or files
♦ Photograph or record students or staff members for non-instructional purposes and/or without their explicit permission
♦ Engage in cyberbullying of students or staff members by harassing, insulting, or attacking others or negatively impacting the learning environment in any way through the use of technology

♦ Posting any picture, video or derogatory/offensive comments on social media of any students, teachers/staff or volunteer from the school.
♦ Visit unacceptable internet or social networking sites
♦ Knowingly enter unauthorized networks or install software to tamper or destroy data
♦ Bypass, or attempt to bypass, the school's Internet filtering software or restrictions
♦ Access or distribute abusive, harassing, libelous, obscene, offensive, profane, violent, pornographic, threatening, sexually explicit, or illegal material
♦ Install personal software on WCS devices

- Distribute personal information about yourself or any other Whitehall Christian School student or staff online by using chats, blogs, social networking sites, *e-mail* or other electronic communication
- Arrange a meeting with an online contact without school and parental approval
- Use obscene language
- Damaging computers, computer systems, or computer networks
- Violate copyright laws

***Students may NOT, in any way or for any reason, synch
their personal or home computers with school computers.***

Access is a privilege, not a right, and involves responsibility. Access to network services is given to students who agree to act in a considerate and responsible manner. Because communications on the network are often public in nature, individual users of the school computer network are responsible for their behavior and communication over the network just as they are in the classroom. It is required that users will comply with the school standards and will honor the agreement they have signed.

Violations of these policies may result in any or all of the following:

1) Parental notification

2) Suspension of technology, network and/or computer privileges

3) Detention or suspension from school and school-related activities

4) Potential expulsion from school

5) Legal action and/or prosecution

Consent for Whitehall Christian School
Internet, Network and Computer Technology Use

Instructions:

Parental permission is required in order for your student to access the technology and digital resources at WCS. Here at WCS we use a variety of technology and digital resources to enable and enhance instruction. With permission, students may use physical devices, including but not limited to, computers, tablets, iPads, and iPods (all of which allow some degree of Internet access). Students may also access web-based applications to learn, create, review, store, share and potentially post their work on the Internet. Examples of these tools include, but are not limited to, Google Apps for Education (not Gmail), IXL, and online resources provided by the publishing companies that provide our textbooks. In addition, student information and student work may be maintained by and stored on web-based instructional sites and applications. Not all tools are used at all grade levels.

WCS has hardware and software in place to protect students while using technology and digital resources. Students receive instruction every year about appropriate online behavior, including interacting with other individuals on social networking websites and cyber bullying awareness and response. The school also uses Internet filters to remove most harmful content.

Students are expected to use technology and digital resources under their teacher's direction for educational purposes according to the WCS Internet, Network and Computer Technology Acceptable Use Policy**.**

- Parents or guardians may grant permission for your child to access technology and digital resources. The parent or guardian should select this option if you want your child to use computers, tablets, etc. and be allowed to access web-based instructional tools. This permission grants WCS the right to create any ID necessary to access such web-based instructional tools.
- Parents or guardians may deny permission for their child to access technology and digital resources. The parent or guardian should select this option if you do not want your child to use a computer or other physical device or to access web-based curriculum tools.
- WCS uses NWEA MAP student assessment tools that are administered over the Internet. These tests and assessments will be administered to ALL students. Temporary technology access for these tests will be granted for students who do not have a signed opt-in on file.

  Please complete the form on the reverse of this document and return it to the school Principal or Administrative Assistant. Consent remains valid throughout the school year your child is in attendance at WCS, or until a new form is completed and signed by a parent or guardian. By completing and signing this consent form, the parent or guardian acknowledges that he or she understands and accepts the WCS Acceptable Use Policy.

Parent Acknowledgment

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Whitehall Christian School Internet, Network and Computer Technology Acceptable Use Policy. I understand that, despite the school's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless Whitehall Christian School, its affiliates, and school personnel against all claims, damages, and costs that may result from my child's use of school technology or the failure of any technology protection measures used by the school. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

☐   I GRANT permission for my student to use the Internet, all technology and digital resources, both devices and web based applications. I have read and agree to abide by the Whitehall Christian School Internet, Network and Computer Technology Acceptable Use Policy. I understand that there is no expectation of privacy when using school technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

☐   I DENY permission for my student to use any technology and digital resources, both devices and web based applications. We have read the Whitehall Christian School Internet, Network and Computer Technology Acceptable Use Policy.

Parent/Guardian's Legal Name: _____
<div align="center">(Please print)</div>

Parent/Guardian's Signature: _____

Date: _____

Student Acknowledgment

My parent/guardian has explained the Whitehall Christian School Internet, Network and Computer Technology Acceptable Use Policy to me. I understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Student's Legal Name: _____
<div align="center">(Please print)</div>

Student's Signature: _____
<div align="center">(Grades 1-8)</div>

Date: _____ Grade: _____

<div align="right">(Parent's Copy)</div>

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