

# BCS Student Computer and Internet Policy

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please read this carefully. This policy/agreement covers technology used within our school. When signed by you and your parent/guardian, it becomes a legal contract. Before you can be provided access to the school computer, you must do the following:

- ✓ Go through proper behavior and procedures regarding the internet
- ✓ Initial where indicated
- ✓ Sign the agreement form (both parent and student)
- ✓ Return to your teacher

## TERMS AND CONDITIONS

1. As a representative of BCS, I will accept personal responsibility for reporting any misuse of the network and devices to a teacher. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicate or suggest inappropriate actions, wording, and behavior by yourself or others.

I have read and understand this provision.

Initial: \_\_\_\_\_

2. The use of internet access must be in accordance with your academic assignments and research and must be consistent with education goals and objectives set forth by BCS. I am personally responsible for my internet use.

- ✓ Transmitting any copyrighted, threatening or obscene material, or protected material.
- ✓ Engaging in commercial activities by for-profit institutions is not acceptable.
- ✓ Use of the network for product advertisement is prohibited.
- ✓ Using the school computers for social networking or gaming of any kind is prohibited.

I have read and understand this provision.

Initial: \_\_\_\_\_

3. The use of the computers, network, and internet is a privilege for BCS students, not a right. Inappropriate use will result in cancellation of my privileges and school disciplinary action.

I have read and understand this provision.

Initial: \_\_\_\_\_

4. I will abide by the guidelines which include, but are not limited to the following:

- ✓ ONLY MY BCS ACCOUNT WILL ACCESS MY COMPUTER (no Guest usage or using anyone else's device)
- ✓ BE POLITE

## BCS Student Computer and Internet Policy

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- ✓ USE APPROPRIATE LANGUAGE
- ✓ MAINTAIN MY OWN PRIVACY AND THAT OF OTHERS
- ✓ THE CHROMEBOOK WILL NOT BE A DISRUPTION
- ✓ WILL NOT BE USED FOR GAMING
- ✓ REPORT ANY MISUSE
- ✓ PASSWORDS AND ACCOUNTS KEPT SECURE AND ONLY USED BY ME
- ✓ OTHER CONSIDERATIONS –

Keep email messages brief

Minimize spelling errors and make sure your message is easy to understand and read

Use accurate and descriptive titles for your articles

Remember that humor can often be misinterpreted

Cite references for any facts you present or material you use

Keep signatures brief

Remember that all Network users are people who deserve consideration

Post only to people/groups you know

I have read and understand this provision.

Initial: \_\_\_\_\_

5. Security on any computer system is a high priority. If you identify a security problem, notify a teacher or administrator right away. Never demonstrate the problem to other users. All use of the system must be under your own account. Any misuse of your account is your responsibility.

I have read and understand this provision.

Initial: \_\_\_\_\_

6. Vandalism is defined as any malicious attempt to harm or destroy data of another user or other people/groups connected to the same Network system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.

I have read and understand this provision.

Initial: \_\_\_\_\_

7. CHROMEBOOK ACCOUNT - The BCS-issued Chromebook may only be used with the school administered gmail account. You may not be signed into anyone else's Chromebook or any other personal gmail account at any time.

I have read and understand this provision.

Initial: \_\_\_\_\_

# BCS Student Computer and Internet Policy

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## **FOR STUDENT:**

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my school computer privileges, and appropriate legal action. I also agree to report any misuse of the information system to my teacher or administrator. Misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest any unethical or illegal situation including actions, words, and behavior that does not properly represent Christ and Bay Christian School, as well as any other issues described above.

Student Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## **FOR PARENTS:**

Inappropriate use is defined as using the Internet in any way that is contrary to school policy, local, state and federal law. If your child violates any rules, he/she may be subject to any one or all of the following consequences:

- ✓ Demerits
- ✓ Suspension from class
- ✓ Suspension from school
- ✓ Loss of computer privileges
- ✓ Possible expulsion

I have read and understand this provision.

PARENT Initial: \_\_\_\_\_

## **PARENT/GUARDIAN:**

As the parent or guardian of this student, I have read this agreement and understand that it is designed for educational purposes. I understand that it is impossible for BCS to restrict access to all controversial materials, but that they take all possible precautions. I will not hold BCS responsible for materials acquired on the network. I also agree to report any misuse of the information system to a teacher or administrator. I understand that misuse may come in many forms, but it most commonly would be any messages or transmissions that suggest any unethical or illegal situation including actions, words, and behavior that does not properly represent Christ and Bay Christian School, as well as any other issues described previously in this contract.

I also recognize that since the Chromebook is issued to my child only, any damage done to the device becomes the financial responsibility of my child and our family account.

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_