Roxboro Christian Academy
Acceptable Use Policy
Access to Computers & Network

Roxboro Christian Academy's information technology resources, including email and Internet access, are provided for educational purposes. The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Adherence to the following policy is necessary for continued access to the school's technological resources:

Failure to comply with the policy and rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. **Computer Use is a Privilege, Not a Right**
Student use of the school's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The school administration shall have final authority to decide whether a student's privileges will be denied or revoked.

B. **Acceptable Use**
Access to the school's computers, networks, and Internet services are provided for education purposes and research consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services. The school has the right to place reasonable restrictions on the use of equipment, resources and material students and employee's access or post through the network. Students are also expected to follow the rules set forth in the school's computer use guidelines governing conduct, disciplinary code, and the law in their use of the school's equipment and network. All access and rights are privileges granted by the school, and users should expect no privacy rights.

C. **Prohibited Use**
The user is responsible for his/her actions and activities involving school computers, network and Internet services and for his/her computer files, and passwords. **Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:**

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

2. **Illegal Activities** – Using the school's computers, networks, and Internet services for an illegal activity or activity that violates other School Committee policies, procedures and/or school rules.

3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission.

4. **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified.

5. **Software** – Copying or downloading software without the express authorization of the system administrator or the supervising teacher. Software may not be copied and/or taken from the computer lab unless the supervising instructor gives permission.

6. **Non-School-Related Uses** – Using the school's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use.

7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.

8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the School's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms, blogs, news groups, my space, xanga, etc. without specific authorization from the supervising teacher.

10. **Games** – Internet games are only to be played if they have educational value and have been assigned by a teacher.

11. **E-mail** – Permission must be granted from a faculty member for use. You may not check your e-mail or send e-mail unless granted permission.
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D. **No Expectation of Privacy**
The school retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. The school technology director reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

E. **Compensation for Losses, Costs and/or Damages**
The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the students to a computer, server, network, or any other part of the Infrastructure.

F. **School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**
The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. **Student Security**
A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet. Students should inform their supervising teacher if they receive information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

H. **System Security**
The security of the school computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a beach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action by the school.

I. **Disclaimer of Liability**
Roxboro Christian Academy's computer network system is connected to the Internet and as such, users may have access to information ranging from different cultures, science-related issues, music, politics, and many university library catalogs. These are just some of the areas users may be able to explore through the computer network. Please note: It is impossible to restrict access to all inappropriate information and the school is not responsible for materials acquired on the network. In addition, the school will not be responsible for ensuring the accuracy or usability of any information found on the Internet. Also, Roxboro Christian Academy shall not be held liable for user's inappropriate use of electronic communication or violations of copyright restrictions, users' mistakes, negligence, or costs incurred by users.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____   _____

Student   Date

_____   _____

Parent/Guardian   Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.