Firm Foundation Christian School
Student Acceptable Use and Internet Safety Policy

Student: **Grade:** **Date:**

***Parents**: In order for your child to be allowed to access the Internet while in school, it is required that both you and your child to read and sign this Acceptable Use and Internet Safety Policy. Be sure to read this document very carefully, as **there are repercussions for inappropriate use**. Please understand that choosing not to sign this Acceptable Use and Internet Safety Policy will result in your child being precluded from Internet access in school.*

INTRODUCTION

Electronic information services are available to qualifying students in FFCS. Our goal in providing this service is to promote educational excellence by resource sharing, innovation, and communication. FFCS will make every effort to protect students from any misuses or abuses of the information service. However, FFCS cannot control all the information available on the Internet, and therefore we are not responsible for the content of information available through this service. We trust our students to know what is appropriate and inappropriate. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Three items have been put in place to protect electronic users at FFCS. They include:

1. Reading, understanding, and signing this Acceptable Use and Internet Safety Policy prior to using any networked equipment.
2. Software designed to block access to inappropriate sites and material.
3. Teacher supervision whenever students are accessing electronic information.

PENALTIES FOR IMPROPER USE

The use of a school device/account is a privilege, not a right, and misuse will result in the restriction or cancellation of the device/account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from employment, or criminal prosecution by government authorities. The school will attempt to tailor any disciplinary action to the specific issues related to each violation.

USER AGREEMENT

A. **Personal Responsibility**: It is the student's personal responsibility for following these guidelines and reporting any misuse of the network to a teacher or system administrator. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, cyberbullying and other issues described below.
    a. The use of other organizations' networks or computing resources must comply with rules appropriate to that network.
    b. Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
    c. The use of commercial activities by for-profit institutions is generally not acceptable.
    d. Use of product advertisement or political lobbying is also prohibited.

B. **Acceptable Use**: The use of the assigned network account must be in support of education and research and with the educational goals and objectives of FFCS. I am personally responsible for this provision at all times when using the electronic information service.

C. **Privileges**: The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. FFCS retains the right to deny, revoke, or suspend specific user accounts.

D. **Network Etiquette**: You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
    a. Be Polite: Never send, or encourage others to send abusive messages.
    b. Cyber-Bullying: Do not send or post images or text intended to hurt, embarrass or threaten another person.
    c. Use Appropriate Language: You are a representative of our school on a public system. You may be alone with the computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
    d. Privacy: Do not reveal your home address, phone number, names or addresses of family member, or the addresses or phone numbers of other students.
    e. Electronic Mail: Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to all mail. Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator. Messages relating to or in support of illegal activities must be reported to the authorities.
    f. Disruptions: Do not use the network in any way that would disrupt the use of the network by others.

E. **Security**: Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify your teacher or network administrator immediately. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone your password. Any user identified as a security risk will be denied access to our network.

F. **Vandalism**: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

CHROMEBOOKS

The students of Firm Foundation Christian School will have access to use Google Chromebooks in school. Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action.

Ownership of the Chromebook

Firm Foundation Christian School retains sole right of possession of the Chromebook. FFCS administration and faculty retain the right to collect and/or inspect Chromebooks at any time.

Training

Students will be trained on how to use the Chromebook by their classroom teacher.

Responsibility for the Chromebook

1. Students are solely responsible for the Chromebooks issued to them.
2. Students must comply with the Chromebook Acceptable Use Policy and all policies of the school when using their Chromebook.
3. Students must treat their device with care and never leave it unattended.
4. Students must promptly report any problems with their Chromebook to the teacher leading the lesson.
5. Students may not remove or interfere with the serial number or other identification.
6. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or casing.
7. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
8. Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
9. No food or drink is allowed next to your Chromebook while the screen is open.
10. Chromebooks should be shut down when not in use to conserve battery life.
11. Chromebooks should never be shoved into a locker or wedged into a book bag or desk as this may break the screen.
12. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.

FFCS BYOD (BRING YOUR OWN DEVICE) POLICY

Firm Foundation Christian School has recently adopted a Bring Your Own Device (BYOD) policy for all students enrolled in classes with activities or assignments requiring alternative technology (other than school-issued Chromebooks). This policy will allow students to bring their own technology devices (teacher-approved laptops) to school for use in the classroom. These approved laptops must be used for educational purposes only. Firm Foundation Christian School is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

Expectations

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
4. Students' personal laptops are not permitted to access the school's WiFi network at any time for any reason.

STUDENT RESPONSIBILITIES

1. At least one parent or host family email must be on file with FFCS for frequent quick and/or important communication.
2. Please do not share passwords with other students. To avoid security breaches and problematic behaviors, students should never share logins and passwords with others. If there are problems with login and/or passwords, please notify the IT department to quickly resolve the problem.
3. Students are prohibited from transmitting or forwarding fraudulent, harassing, or obscene messages and files. Accessing sites deemed inappropriate by FFCS staff is prohibited. If a student has questions about a site, they should contact the IT department to gain clarification.
4. On campus website access rules and policies:
    a. While in class, the use of IM, chat or texting is prohibited except for class assignments.
    b. During instructional blocks, 7:55am-2:55pm, only academically & school-related Internet sites are permitted on campus. Students who are gaming, on social networking sites, accessing YouTube, etc., will be issued a discipline referral.
    c. No local "hot spots." Some cell phones are capable of setting up WIFI "hotspots." These interfere with the FFCS WIFI network.
5. Placing unlawful information, computer viruses, or other harmful programs on the school's network is strictly prohibited and will be dealt with appropriately.
6. Students may not decorate laptops.
7. No cameras, cell phones with cameras or PC cameras are allowed to be used in any locker room, rest room or any other location where changing of clothes can occur.

PIRATED/ILLEGAL SOFTWARE

1. Students and families should be aware that the use of pirated software is a Federal offense and can carry a heavy fine if found using pirated software. At FFCS, moral and ethical behavior is expected, thus we are obligated to report any actions otherwise. Pirated software is defined as any program a student did not pay for and get directly from the manufacturer, or was not previously supplied to the student by FFCS.
2. Most students and parents have heard on the news there is a growing problem with downloading music and other bootleg material. Students and parents should be aware that such actions are considered stealing "intellectual property" and are being held as a Federal crime. As in the use of pirated software, FFCS prohibits the downloading of software as well as having "p2p" (peer to peer) sharing programs on laptops (these include programs such as Limewire, BitTorrent, Kazaa, Morpheus, WinMX, Grokster, Audiogalaxy, uTorrent, Vuze, and any other p2p not listed here). If any such program or application is found on a student's laptop, this would be considered an infraction for misuse of technology.

CAMPUS NETWORK

If students and/or parents become aware of a security problem on the network or the Internet, please notify the front office immediately. In such cases, students are asked not to demonstrate the problem to fellow students or peers.

1. Although we have a WiFi internet access, there is no guarantee that the FFCS network or servers will be error free or uninterrupted. Difficulties beyond FFCS' control may prevent the system from working properly from time to time. Efforts will be made to ensure the quality of teaching will not be impaired should we encounter a network difficulty. Efforts to repair network and internet connectivity will remain a high priority until said difficulties are resolved and the system is working properly.
2. Administrators reserve the right to add, delete, edit and reconfigure files, accounts, software and services as necessary to maintain and upgrade the Network and its computers, including student Chromebooks. The network administrators and FFCS will not be liable for any direct or indirect, incidental or consequential damages (including lost data, information

or profits) sustained in connection with the use, operation, or inability to use the Network.

PRINTING

1. There are no printers available for students to print on campus. Please be sure to print any homework to be turned in at home.
2. Please do not ask office staff to print any homework.

SECURITY CONTROLS

To monitor all on-site FFCS network activity, including Internet usage, FFCS has installed a firewall appliance. This appliance tracks and reports all network and internet sites visited. If a student tries to visit an inappropriate site, the site should be blocked. Since there are many ways to get to inappropriate sites, blocking the site might not be guaranteed. As FFCS IT and Administrative staff discover these sites, additional precautions will be put into place.

1. Any attempt to get around the firewall is prohibited, and will be dealt with in an appropriate manner.
2. Students must not engage in any activity that is intended to circumvent computer security controls. This means they must not attempt to crack passwords, discover unprotected files, or decode encrypted files. This also includes creating, modifying, or executing programs that are designed to hack computer systems. This includes all areas of the FFCS network, including RenWeb.

LOST AND FOUND

1. If the student misplaces, loses or feels someone may have access to their account(s), the student will request a new password(s) and/or username from the IT department.
2. Lost machines should be immediately turned into the school office.

CYCLE OF DISCIPLINE

1. Students who receive an infraction for misuse of technology for the first offense will be counseled by IT staff, and their parents notified in writing of such action. For subsequent incidents, students will be referred to the Administrator and/or designee to meet with the student and parent to discuss the second infraction for misuse and the expected rules of technology use. The second offense will result in immediate suspension of technology until such a meeting occurs with the Administrator and/or designee, and a possible suspension from school. The third offense would be considered an act of direct defiance and would result in a meeting with the Administrator to determine eligibility to remain a student at FFCS.
2. The exception to the above policy is IMing, texting, computer chatting during class or any unauthorized use of a web camera (in class or without permission from the person being taped). Any misuse of these types of technology will result in a detention.

REPAIR/REPLACEMENT COSTS

1. If a new computer needs to be purchased as a replacement school-issued computer (the high school level school-issued Chromebook is owned by the school until graduation), this will be at the student's full expense. The charge for the computer will include purchase of the computer, software licenses (as needed), installation and appropriate taxes.

INTERNET SAFETY

1. **General Warning; Individual Responsibility of Parents and Users**. All users and their parents/guardians are advised that access to the school's networked computer system may include the potential to access material that is inappropriate for school age children. Firm Foundation Christian School takes steps to prevent access, but some sites may get through before access lists may be updated. Each user must take personal responsibility and stay away from and report any such sites to the IT staff or school Administrator.
2. **Personal Safety**. Be safe. When using the networked computer system and Internet never reveal any personal information such as your name, home address, telephone number, or pictures of yourself. Never arrange face-to-face meetings with strangers you meet on the Internet. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place.
3. **Use the Networked Computer System Only for Educational Purposes**. You should only use the Computer system and Internet for educational and research purposes. Students should use the Internet to do research for homework, classroom projects, and to learn more about topics covered in class.
4. **Instruction**. Students in all grade levels will receive instruction on Internet safety in the classroom. The Internet safety curriculum will be taught as part of the FFCS New Student Technology Orientation session.
5. **School and Community**. Firm Foundation Christian School recognizes that it needs the support not only of parents, teachers and administrators, but the community as well. Resources in the community such as law enforcement, technology companies, and community members and groups can help. Firm Foundation Christian School will communicate with the community through newsletters, meetings, and its web site to keep it aware of existing and emerging threats to children and provide resources for further information.

Be sure to ask your teacher about any questions you have regarding these rules. It is critical that you are familiar with these rules and how to use the Internet before getting online. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws, and that you can be prosecuted for violating those laws.

Permission

I have read the policy and agree to use the school's network/Internet appropriately.
I further understand the consequences if I do not follow this policy.

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Student Name (Please Print)

_____ _____

Student Signature **Date**

I have read the policy and approve of my child's participation in FFCS network/Internet activities.

_____ _____

Parent/Guardian Signature **Date**