

## Wallaceburg Christian School Society - Board Policy Manual

Section: Curriculum  
Subject: 570-8-Acceptable Use Policy

Subsection: Computers  
Effective: December, 2009

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### Computer and Internet Acceptable Use Policy (CIAUP)

#### Preamble

##### **Christian Perspective:**

According to our Mission statement, Wallaceburg Christian School (WCS) exists to provide quality, Biblically-based Christian Education. We continue to do this by providing skilled and caring educators, partnering with church and parents in the development of the whole child; body, mind and spirit. Part of honouring Him involves proper use of our computers and related technical resources.

The Internet is the library of the new millenium. It provides access to massive amounts of information. Much of this information is very good, but some of it is harmful and detrimental to the health of our children.

Our children live in a world where the interests and the commands of God for their lives are very different from the values and morals the world encourages in them. Romans 1:29 tells us: "They have been filled with every kind of wickedness." Children of God must seek to do those things that the Lord asks. Micah 6:8 asks: "What does the Lord require of you? To act justly, and to love mercy and to walk humbly with your God." Psalm 119:9 asks: "How can a young man keep his way pure? By living according to your word."

At WCS students are taught discernment. They live in this world and every day they are bombarded with its value system. They watch TV, movies and videos; read newspapers magazines and novels, listen to the radio and listen to talk on their streets or recreational facilities in their communities. Our children need to know the difference between God's ways and the world's ways. When inappropriate societal values infiltrate their lives, they need to recognize the difference, and choose to serve God.

To prohibit student access to the Internet because of the unsuitable sites would deny the students an incredible wealth of information about God's world. ~~To reduce the possible exposure of inappropriate material a net minder has been installed.~~ It is also expected that the classroom teacher is always present when the students are working on the computers. Students at WCS are taught that the World Wide Web contains unacceptable sites that they are not permitted to access. They are taught to understand that these sites dishonor God and themselves. If they inadvertently reach one of these sites, they are to leave it immediately, and notify the teacher. Furthermore, it is important to note that while some Internet sights may appear acceptable; the information within them may or may not be reliable.

##### **Educational Purpose:**

Computer and Internet use is an educational activity that is considered to be an important component of the educational environment in the preparation of students for life and work in the 21<sup>st</sup> century. The overall purpose of this policy is to create a clear understanding of how the computers, and related technical resources, should be used by all staff and students while at the same time, create guidelines that will encourage their use for educational purposes.

**Introduction:**

WCS is responsible for securing its network and computer systems to avoid unauthorized access while at the same time making the systems available for proper use. This responsibility includes maintaining network security, ensuring a virus free environment and regular backups.

All computer equipment, network equipment and information contained therein are the property of WCS. Measures are taken to protect this information but WCS reserves the right to review and monitor anything contained on its computer systems without notice.

Specific policy points are broken down into 3 sections:

- 1) Computer/Network Access,
- 2) Internet Use
- 3) Electronic Mail Use.

**1. Computer/Network Access**

Each computer user (student or staff) is required to login to the network. This user login is for their own security as well as the security of all the users of the network. Each user is assigned a unique login ID. The login provides the user with access to the internal network resources as well as Internet access. The login also provides WCS with the ability to provide the network security and monitoring mentioned in the Introduction. It is expected of the users that they do not solve network security problems, but instead they notify the teacher and/or principal. Any identified problem should be documented in the Computer breakdown logbook located in the computer room.

**Therefore staff/students shall not:**

- Delete, examine, copy or modify files/data that do not belong to them
- use computer resources for commercial use
- Intentionally disrupt or damage computer resources
- Install personal software on WCS's desktops/laptops/servers. If disks are required for homework, they should be checked for viruses by the teacher before loading.
- Copy or distribute software (belonging to WCS or not)
- Print material without approval
- Change settings for desktop, wallpaper or screen savers nor add any personal icons
- Bring food or drinks into the lab or eat near the computers
- Mishandle CDs and shall properly store them after use
- Leave work space and stations in an untidy or disorderly state

**2. Internet Use**

The Internet is vast and a great source of information of all kinds, mostly good. This information can be an excellent tool to a student or teacher. The Internet also has many inappropriate resources, which is why WCS makes its best effort to secure and monitor its Internet connection.

**Therefore students/staff shall not:**

- Use the Internet for anything other than the purposes of WCS
- Download software for the purpose of installation on WCS computers
- Access material using the Internet that has been deemed inappropriate for school use. Inappropriate material is defined as but not restricted to:
  - **Dangerous information:** information that if acted upon could cause damage or presents a danger of disruption
  - **Criminal information:** information that advocates or condones the commission of unlawful acts including instructions on breaking into computer systems, child pornography, drug dealing, gang activities etc.
  - **Inappropriate language:** obscene, profane, lewd, vulgar, rude, disrespectful, threatening, harassment; personal attacks; hate by reason of race, place of origin, colour, ethnic origin, creed, sex or handicap
  - **Inappropriate visual information:** pornography or materials of a sexual nature
  - **Other inappropriate material:** transmitting or viewing material that is contrary to Christian beliefs as reflected in WCS' mission and vision statements, student code of conduct, curriculum and all school rules.
- **Should students accidentally encounter or receive inappropriate material or information that makes them feel uncomfortable, they shall immediately report it to the teacher.**
- Participate in inappropriate "chat rooms." Students will have access to chat rooms only for specifically defined educational activities. The teacher must be consulted in advance for approval.
- Engage in "Hacking" of any computer on the Internet
- Use Internet resources for the purposes of plagiarism. Quotations, references and sources should always be identified.
- Reproduce copyrighted material without approval
- Use the Internet for commercial or political use
- Send personal information about students or staff
- Send confidential information about WCS
- **Individual Internet use is only permitted for grades 3- 8**

**3. Electronic Mail ("email") Use**

Email will allow users to communicate with people throughout the world and should be primarily used for educational or administrative purposes.

This policy, as it relates to email use, is intended to cover any email that is accessed from a WCS computer. Examples of these are:

- Email sent/received to/from mailboxes that reside within the network structure of WCS\*
- Email that is sent/received to/from external mailboxes outside of WCS's network structure
- Email that is hosted outside of WCS's network but is accessed via the WCS network such as web based email services like HOTMAIL.COM

The two main purposes of the WCS email system are, the conducting of business and the educational enhancement that comes from this type of communication. Personal use of the WCS email system is permitted within reason. Each email that is sent from your address is a reflection on you and WCS. Therefore we expect that email users do not leave themselves logged in and the computer unattended.

\*Email that resides within the WCS network structure is considered the property of WCS.

**Therefore staff/students shall not:**

- Use UPPERCASE LETTERS in your email because it is understood as YELLING.
- Send email that is considered obscene, harassing or threatening, e.g. cyber bullying
- Attempt to read, delete, copy or modify another users email
- Send email for profit
- Send junk email such as advertisements or chain letters
- Use email for illegal purposes
- Forge email
- Send or receive software with the intention of installing it

**Reporting of email abuse is expected.**

**Privileges/Discipline**

The use of computers, email, and the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The teachers will determine what is inappropriate use and their decision is final. Random checks of files and/or email will be made to determine whether the student accounts are being used in a manner that is consistent with this agreement. Discipline required for infractions related to the improper use of the computer or Internet will be responded to in the usual manner as described in WCS' code of discipline.

**Computer and Internet Acceptable Use Policy (CIAUP)  
Agreement Form**

**Parent or Guardian Section**

I have read the CIAUP and have discussed it with my child. I understand that this access is a privilege, which could be revoked and is designed for educational purposes in line with the mission of Wallaceburg Christian School. I hereby give my permission to issue Computer Network and Internet access to my child.

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

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**Student:** I agree to follow the rules contained in the WCS CIAUP. I understand that if I violate the rules, disciplinary action will be taken and I could possibly lose my privileges to access the computers, Internet and email.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Classroom Teacher:** I agree to review the contents of the WCS CIAUP with the student at the beginning of each school year and more frequently as required. I will teach the required skills and give students ample opportunity to use computer technology through educational activities and assignments. I will ensure that full supervision is given when students are working on the computers.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The CIAUP is signed once upon enrolment to WCS but is reviewed annually by staff and students.**

**WALLACEBURG CHRISTIAN SCHOOL**