



## **Computer Acceptable Use Policy** **1<sup>st</sup> thru 8<sup>th</sup> Grade Students & Parents** ***please review and sign on back***

Technology at Brookfield Christian School will be used to facilitate student learning of God's world and communicate that knowledge to the world. This learning will equip God's children to function more effectively in church, home, and contemporary society.

Brookfield Christian School has established a computer network and is pleased to offer Internet access for staff and student use. This will provide staff and students with access to a variety of teacher-suggested Internet resources, and allow staff to have email accounts. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policy:

### **Computer Lab & Network**

**I will** use all technological items as tools to accomplish God's work, in ways that please God.

**I will** use discernment in using computers to practice high standards of Christ-like living.

**I will** use the network and its programs for educational, school-related purposes only.

**I will** use the computers only with a teacher's permission.

***I will not*** change the background properties of the computer I use unless it is with expressed permission of a teacher. *Note: We will set aside class time to make backgrounds which could include a picture brought from home and a Bible verse. Only pictures that are approved by teacher may be used.*

***I will not*** change the mouse properties of the computer I use. *A few teachers have mentioned that it is difficult to help a student with their work or troubleshoot a problem quickly when the mouse properties are changed.*

***I will not*** use vulgarity or profanity on the network.

***I will not*** attempt to gain access to another person's files or purposefully damage another's work.

***I will not*** damage hardware, software, or other computer equipment intentionally.

***I will not*** attempt to break into restricted areas of the server or any other computer network.

***I will not*** install programs or CDs (music or software compact discs) brought from home or downloaded off the Internet unless I have a teacher's permission.

### **Internet**

**I will** use the Internet for research and learning in order to explore, develop and care for God's world.

**I will** use the Internet only with a teacher's supervision.

**I will** abide by copyright guidelines/laws. (No downloading and burning music.)

***I will not*** exchange or download any files that are adult or pornographic in nature.

***I will not*** access sites that are not approved.

***I will not*** use the Internet for any activity that violates United States or local laws. *This includes, but is not limited to, threatening the safety of another person or violating copyright laws.*

### **Sycamore Education - School-Managed secure site accessed via the web**

Middle school students are given a sycamore education login. With this login they can look at their classroom homepages, calendars, documents which are all created and maintained by teachers, send pass-a-notes to any BCS registered user of sycamore, and save documents which they can have access to at school or from home. They can also view their grades. This account is a privilege and must be treated as so; any student found abusing this privilege will have their login taken away. This login will not give students an email account.

### **Electronic Mail (Email)\***

*I will not check my personal email at school or use instant messaging or FaceBook or other networking programs.*

**Safety Guidelines for Students**

**Never** give out your last name, address, telephone number or username/password.

**Never** agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

**Notify** an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.

Your parents/guardians should instruct you if there is additional material they think would be inappropriate for you to access. Brookfield Christian School expects you to follow your parents'/guardians' wishes in this matter.

**Privacy**

I agree that the Technology Coordinator and others managing the BCS network may access my pass a notes or monitor my activity on the network. BCS reserves this right for any reason, but will most likely only access my email when there is a reason to suspect inappropriate conduct or a problem with the system that needs correction. Privacy is not guaranteed.

**Service**

I understand BCS does not guarantee uninterrupted service, and that certain aspects of the network might not be accessible at all times. I understand that the school makes no warranties of any kind for the service and the school and its employees cannot be held liable for any damages that I suffer, whether from delays or inability to access the server, loss of data, inability to deliver, or interruptions in service for any reason.

**Privilege**

I understand that access to the Brookfield Christian School computer network is a privilege and not a right. I also understand that any breach of the above guidelines may result in my privileges being revoked. Any disciplinary action will be determined by the Principal, Technology Coordinator, and classroom teacher.

**Computer User Agreement**

I have read and understood the above information about appropriate use of the computer network at Brookfield Christian School. I understand that this form will be kept on file at the school.

_____ <b>Student Printed Name (Child 1)</b>	_____ <b>Grade Level</b>	_____ <b>Student Signature</b>	_____ <b>Date</b>
_____ <b>Student Printed Name (Child 2)</b>	_____ <b>Grade Level</b>	_____ <b>Student Signature</b>	_____ <b>Date</b>
_____ <b>Student Printed Name (Child 3)</b>	_____ <b>Grade Level</b>	_____ <b>Student Signature</b>	_____ <b>Date</b>
_____ <b>Student Printed Name (Child 4)</b>	_____ <b>Grade Level</b>	_____ <b>Student Signature</b>	_____ <b>Date</b>

**Parent/Guardian Permission**

I have read and understood the above information about appropriate use of the computer network at Brookfield Christian School. I understand that this form will be kept on file at the school. My child has permission to access the network as outlined above.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**