

CONESTOGA CHRISTIAN SCHOOL STUDENT TECHNOLOGY AND INTERNET POLICY

Conestoga Christian School provides access to technology and the Internet for students to enhance the school's educational program. CCS provides a filtered and monitored Internet service to help prevent access to inappropriate materials. The Internet is made available for students to locate materials to meet their educational information needs. CCS faculty and the technology staff will work together to help students develop the critical thinking skills necessary to discriminate among information sources and to evaluate and use information that will prepare them for responsible participation in home, church, and community.

This policy is in place to protect our network as well as our students and staff from some of the inherent dangers of the World Wide Web, including inappropriate content, viruses, spyware, and other destructive factors. **Whenever using the CCS network and the Internet, students must use care and wisdom.**

1. Conestoga Christian School will provide computer hardware and software for students to use to support and further the school's educational and ministry objectives. The hardware and software are the property of CCS.
2. Access to CCS technology resources is a privilege and not a right. Any improper use of the equipment or the network may result in a temporary or permanent loss of that privilege.
3. Only CCS technology staff may install software or otherwise modify CCS equipment. Users must avoid any action which might download and install software, plug-ins, helper applications, etc. CCS reserves the right to remove unauthorized software.
4. Students are not permitted to use their own portable media (i.e., CDs or flash drives) in any CCS computer. (Any exceptions must be cleared with a faculty/staff member who will monitor the use.)
5. Printing from CCS computers should be limited to what is necessary. Students should use good stewardship when determining what should be printed. Printing information directly from a web site is discouraged because excessive pages are often printed. Students may only print from designated printers. If printing is excessive or is not related to school projects, \$.05 per page will be charged to the student.
6. Students are not permitted to use or access e-mail from the CCS campus at any time without specific teacher permission each time.
7. CCS has software and systems in place that can monitor and record all Internet usage. We want you to be aware that our system is capable of monitoring each Internet site visited, email message sent and received, and documents created, and we reserve the right to do so at any time. All information, documents and emails are considered the property of CCS. No student should have any expectation of privacy as to his or her computer or Internet usage, or as to any information stored in the computer.
8. CCS students must follow all state and federal laws relating to computer use. This includes laws related to copyright, software piracy, harassment, etc.
9. All students must log on to computer workstations using their own assigned user name and a unique password and must log off when finished. Passwords and user names may not be shared.
10. Student Internet use is provided for educational purposes only. Students may use the Internet for research related to class projects, to access the news, and to further their general knowledge in compliance with this policy.
11. Student computer use or Internet access may be limited or denied at the discretion of the teacher, study hall monitor, or administration.
12. Students may not participate in or access on-line chat rooms, social networking sites, or similar sites (including, but not limited to Facebook, MySpace, etc.) from any device on campus.
13. Students are not permitted to use instant messaging, chat features, text messaging, or any similar peer-to-peer communication from any device on the CCS campus during school hours unless specifically directed to do so by a teacher or staff member.
14. All use of the CCS computer network and Internet is expected to be decent and appropriate to our Christian environment. Use of the network to access or transmit illegal, indecent, sexually oriented, violent, discriminatory, profane, or otherwise inappropriate material will result in disciplinary action.
15. The CCS network may not be used for any Internet games not specifically approved by CCS. This applies to both CCS computers and student laptops. Gambling sites are never allowed.
16. Games that are loaded on CCS computers (solitaire, mine sweeper, etc.) may only be used before school or during breaks (not study halls or class periods) unless specifically directed by a teacher.
17. Students may not use the CCS network for commercial purposes (i.e., buying or selling).
18. Student laptops must be registered with the technology coordinator before the first use on campus each year. Students must have teacher permission each time they use their laptops. Laptops are subject to all of the same rules as CCS computers while here on campus.
19. Student laptop use is to be connected to school-related projects. Students must follow the CCS Technology and Internet Policy when using their laptops. No games or other unapproved programs (either locally loaded or on-line) may be accessed by student laptops while at school.

**Conestoga Christian School
Technology and Internet Policy
Student Agreement**

Student name: _____ **Grade:** _____

Please read and initial the following statements and sign this agreement. Parents or guardians also need to sign student agreements.

Put your initials beside each statement:

- _____ 1. I **have read and understand** the **full** Conestoga Christian School Technology and Internet Policy and agree to follow the directives stated.
- _____ 2. I understand that the use of CCS technology resources is a privilege and not a right and may be revoked if this policy is not adhered to. Additional disciplinary action may also be taken.
- _____ 3. I agree to log on to the CCS network using my own user name and password and not to share this information with other students.
- _____ 4. I understand that I may **not** use email, chat rooms, instant messaging, or other similar peer-to-peer communication while on the CCS campus unless given specific permission by school authorities.
- _____ 5. I understand that my web browsing is subject to monitoring by the administration and staff of CCS at any time. While using the school network with any device, I understand that my activities should not be considered private.
- _____ 6. I recognize that all use of computer systems and networks on the CCS campus (whether CCS computers or individual laptops) is subject to review, monitoring, and/or filtering by administration or technology staff. I have no expectation of privacy as to my computer or Internet usage or as to any information stored on any computer used at CCS.
- _____ 7. I will not install any software onto CCS computers, download any programs, insert my own disks or portable media, or otherwise modify CCS computers without specific direction from CCS staff. I will respect the school's computers and network and will refrain from any activity which could cause harm to either.
- _____ 8. I will only use CCS technology resources for appropriate, ethical and permissible activities as outlined in the policy.

Student signature _____ Date _____

Parent/guardian signature _____ Date _____

Parents: Please be aware that you may request that your child's Internet access account be immediately disabled by verbal or written notice to the CCS Administrator or the Technology Coordinator.