



# Grace Academy

## Technology Acceptable Use Policy

School Year 2017-2018

### **Purpose:**

Grace Academy provides computers and networks to their faculty, staff, and students to enhance the learning experience. This hardware and software is provided as a privilege and not an inherent right. To be allowed to utilize the computer networks, systems, and software at the school, one must agree to the following document.

### **Responsible Usage and Accountability:**

- Each user is liable for any and all activity on his/her own account. Improper usage or usage contrary to the guidelines of this policy will result in disciplinary action which can include revoking a user's privileges, detention, suspension, expulsion from the school or termination of employment.
- Parents are expected to support the faculty and administration in enforcing the policy which is for the ultimate good and protection of the school, students and staff.
- Each user must protect the privacy of his or her own passwords. Each user is to notify the proper authority whenever any password may have been compromised.
- Users cannot attempt to access inappropriate content.
- Users need to protect their privacy and others'.
- Users are not allowed to bypass security or filtering at the school.
- Users are not allowed to install software.
- Users are not allowed to access other user's files without permission.
- Users must obey copyright laws in using the Internet and materials available on the school's network.
- Users must not discover or share passwords.
- Users must complete the log off process.
- No vulgar, sexually explicit, or other inappropriate language or materials will be allowed. This includes e-mails, attachments, communications, documents, etc.
- User's use of the network is closely monitored - there is no explicit or implied privacy. Network administrators may view and monitor users' network usage in order to keep compliance and protect users.
- Users need to respect school's property and avoid damage to property.
- Users must receive permission from students / teachers involved in the video before posting it on a social media website.
- Users must surrender passwords if necessary to staff.

Student Name (Print) \_\_\_\_\_

Student Grade \_\_\_\_\_

- All devices are subject to inspection by an agent of the school's technology department in order to find issues and facilitate open and secure access.
- The running of programs, services, systems, processes or servers by a single user, or group of users, that may substantially degrade network performance or accessibility will not be allowed.
- Downloading large files or images are not allowed as it will degrade network performance.
- Network usage is at user's own risk - the network should be considered public, and any data sent over it should not be considered secure or private.
- All devices brought onto school property must keep current real time virus protection on computers.
- Users sharing this wireless network do so at their own risk.
- The school is not responsible for unintentional damage to personal property.
- Devices may be banned from the network for inappropriate use or security violations.
- Cellular use is prohibited. Re-broadcasting of cellular signal into a wifi hotspot, is also prohibited (called "tethering").
- Users are not allowed to use their devices to take pictures and/or video of students, parents, or staff without prior permission.
- Users are not allowed to share pictures and/or video of students, parents or staff without prior permission.
- Cell phone use of any form is prohibited during the school day unless given permission by a teacher for educational reasons.

**STUDENTS AND PARENTS**

Understanding that the use of computers, Internet, and other technology at GA is both a privilege and a responsibility, we agree in full and without reservation to the attached Grace Academy Technology Code of Conduct.

As student / parent of a student, we will fully support and back the administration's enforcement of the policy for the ultimate protection and good of all users of Grace Academy's technology and media resources. We agree that such disciplinary action can include loss of user privileges, reminders, suspension, and expulsion from the school. We (parents) will support faculty and administration efforts to enforce the policy for the ultimate good and protection of the students and staff.

I (student) agree to the above mentioned rules and understand that these are guidelines and not a conclusive list. I accept responsibility and accountability for any and all activity on my personal account.

Agreement by student and parents

We hereby agree to adhere to all provisions of Grace Academy's Technology Code of Conduct policy for computers, technology, and the internet.

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Signature of Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_