

# STUDENT COMPUTER USER RESPONSIBILITIES

Students may have access to the Internet via the World Wide Web (WWW) and the New Covenant Christian School Local area network while working on class projects in a supervised setting. This includes computers in classrooms, and computer lab facilities during scheduled class visits. Any student who wants/needs to use the WWW and LAN must read the Acceptable Use Policy and complete the Contract for Individual Access to the World Wide Web. Students must follow all rules contained within this policy at all times when using the LAN or the WWW. Students must also follow the direction of faculty and staff members supervising any area where networked resources can be accessed.

## Security and Safety

- Students will demonstrate personal responsibility by agreeing never to get together with someone they meet online without first checking with parents and teachers.
- Users will accept the responsibility for keeping all pornographic material, gambling material, inappropriate text files, material dangerous to the health and safety of students and staff, or files dangerous to the integrity of the local area network from entering the school via the Internet.
- Users will demonstrate legal responsibility by not transmitting any material in violation of U.S., Michigan, or New Covenant Christian School regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
- If a user identifies a security problem on the Internet or the NCCS Local area network, he/she is responsible to notify a system administrator. Users should not demonstrate the problem to other users. Users should not use another individual's account under any circumstances. Security on any computer system is a high priority, especially when the system involves many users.
- Students have the responsibility to use computer resources for academic purposes only. Playing games or using networked resources for non-academic purposes is not permitted unless supervised by school staff. This includes the use of MP3, IPOD, or other media players in the computer lab. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
- All users must take responsibility for keeping down costs and avoiding system disruption. No use of this network shall serve to disrupt its use by other individuals or by connecting networks. It is beneficial for all users to keep the network running effectively.
- All faculty and staff members will demonstrate personal responsibility by never allowing a student to access to the internet unsupervised.
- Staff and faculty have unrestricted access to the Local Area Network. Because of this all faculty and staff members will protect the LAN by not allowing their students or their own children access with their personal ID.

## Property

- Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy (AUP).
- Users are responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
- Users will honor the legal rights of software producers, network providers, copyright, and license agreements.
- Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

## Consequences for inappropriate behaviors are as follows:

- Any violation of the network responsibilities will result in a cancellation of network privileges and may result in disciplinary action. The network and school administrators will deem what is appropriate use and their decision is final. Also, the network administrators may deny access for a particular student until such a time as that user's violation has been brought to the attention of the school administration. The administration, faculty, and staff of NCCS may request the network administrators to deny, revoke, or

suspend specific user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

- Tampering with computer security systems and/or applications and/or comments will be considered vandalism, destruction, and defacement of school property.
- Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected NCCS. This includes, but is not limited to, the uploading or creation of computer viruses.
- Users of the computer lab have the responsibility to care for the computer lab environment. This includes tables, chairs, towers, monitors and any peripheral devices attached to the computer.
- The NCCS makes no warranties of any kind, whether expressed or implied, for the services it is providing. NCCS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence or the user's errors or omissions. Use of any information obtained via the NCCS is at your own risk. NCCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Laptop Computer Acceptable Use Policy**

Following is a set of guidelines for security and acceptable use of personal laptop computers brought to school by students. Violations of one or more of these guidelines will immediately result in a loss of the privilege of using a laptop computer at New Covenant Christian School for the duration of the year. The underlying principle of adherence to these guidelines is an understanding that how students use their computers, like anything else they do, reflects their strength of character. The NCCS Student Covenant states that all members of the NCCS community must uphold the values of honesty and integrity. This is true for all areas of life at NCCS, including use of their computers. All members of the NCCS community must understand that this is a tool that should be used with good judgment, common sense, and integrity.

### **General Computer Use**

All laptop use on school property must be in support of education and research and consistent with the educational goals of New Covenant Christian School. Furthermore, laptop use must adhere to all existing policies governing such use as established by the school, faculty, and staff. Because computer audio can be distracting and disruptive, the volume setting on the laptops should be completely turned off while students are on campus. Computer games of any kind should never be played in class or study hall.

### **Other People's Laptops**

No students may use another person's laptop without that person's consent.

### **Internet Use**

Students are prohibited from connecting to the Internet on their personal laptop computer while on school property. Internet access is available to students through the computers in the NCCS Computer Lab.

### **Security**

Students are responsible for their computers. They must keep their laptops with them, in their lockers, or (with the permission of the classroom teacher) in a classroom at all times. Students involved in after-school activities need to insure that their computers are secure. Students must notify the school immediately if a computer is missing. Unattended computers will be picked up and taken to the school office for safekeeping until the student's parent comes to pick it up. New Covenant Christian School is not responsible for lost, stolen, or broken personal laptop computers.

### **Monitoring**

Since the School is, to a certain extent, responsible for the actions that take place during school hours, we *will* monitor student action on laptop computers.

**New Covenant Christian School  
Student Contract for Access to the  
World Wide Web and Local Area Network**

*Once this form has been completed, please return it to the school office.  
One form can be completed for all students in one family.*

Student(s) Name:

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I understand and will abide by the responsibilities, behaviors and consequences defined in the Acceptable Use Policy (AUP) for the Local Area Network and Internet access provided by the New Covenant Christian School. I further understand that any violation of the regulations (NCCS AUP, federal and state law) is a breach of this contract, unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

Student(s) Signature:

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Date:

As the **parent or guardian** of this student I have read the Acceptable Use Policy for Internet and network access in this document. I understand that this access is designed for educational purposes and the New Covenant Christian School has taken available precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold New Covenant Christian School responsible for materials acquired on the network. I hereby give permission to allow individual access to the network for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):

Signature:

Date: