



Student Name:	_____
Grade:	_____
Date:	_____

2009-2010 Acceptable Use Policy and Consequences

Calvary Christian Academy is blessed with access to many rich, powerful technology tools to facilitate our mission of making disciples. These tools are offered for use to CCA students in grades 4 and above who agree to the conditions and standards set herein.

The responsible use of technology is a powerful representation of one's witness in Jesus Christ. As such, a disciple's use of technology must be in a manner characterized by honesty and integrity as a follower of Him. Irresponsible use of technology by a member of the CCA community is a violation of the standards of continuing enrollment at CCA and may result in one's dismissal from Calvary Christian Academy.

Consequences of Misuse

It is the desire of everyone at CCA that all of our students use the powerful resources of technology according to the conditions set forth in this document and always to glorify God. Please carefully read the commitments and consequences below.

General

1. Student Commitment:

I understand that technology is a tool with tremendous power to communicate. I agree to uphold a standard of responsible and ethical use of all technology that is not sinful and is consistent with my position as a disciple of Jesus Christ.

2. Student Commitment:

Optional additional, higher level of Christian commitment

Commitment to this higher level is a decision before God to be made personally by each student at CCA. If you do commit to this standard, pause and pray that God would empower you to uphold it, and that He would be blessed by the devotion you show him today and much more so in the year to come.

I understand that technology is a tool that I can use to sin or to glorify God. As a disciple of Jesus Christ, I commit to use technology both at CCA and everywhere with the purposeful intent to love God and love people, including myself.

Network Login

Students in grades 4 and above who commit to uphold and abide by the condition and standards set herein are granted an individual network user name and password.

General Information

- Requests for forgotten passwords will only be accepted between 3:00PM – 3:30 PM, Monday thru Friday in designated locations. Please note, the process takes 24 hours. Class work missed due to a forgotten password will be the student's responsibility and could result in a zero grade.
- Students are reminded to always log off the network when they are finished. Failure to do so provides an opportunity for another to use a student's login for irresponsible and/or sinful use.

3. Student Commitment:

I commit to be responsible for my user name and password and to log off when I am done. I understand that I am responsible for any misuse of technology that occurs using my user name and password. Therefore I commit to guarding the confidentiality of my user name and password in order to prevent the irresponsible and/or sinful use of technology by another posing as me.

Violation	Consequence	
	<i>1st Occurrence</i>	<i>2nd Occurrence</i>
Student shares his/her network user name or password	<ul style="list-style-type: none"> • Parent contact • Lose computer privileges for 2 days* 	<ul style="list-style-type: none"> • Parent contact • Lose computer privileges for one week*
Student knowingly uses another student's password.	<ul style="list-style-type: none"> • Parent contact • Lose computer privileges for 2 days* 	<ul style="list-style-type: none"> • Parent contact • Lose computer privileges for one week* • Referred to Dean of Students
Student forgets password	Student requests the password be reset	<ul style="list-style-type: none"> • Student requests the password be reset • Lose computer privileges for one week*

*Students who lose computer privileges and are required to use a computer for a classroom assignment will be granted temporary access to a computer from 3:00-4:00 in a supervised location.

E-mail (High School only)

Students in grades 9 and above who commit to uphold and abide by the following conditions are granted an e-mail account for educational and ministry purposes.

4. Student Commitment:

I commit to be responsible for my e-mail account. I understand that I am responsible for any misuse of technology that occurs using my e-mail account. Therefore I commit to guarding the confidentiality of my user name and password in order to prevent the irresponsible and/or sinful use of technology by another posing as me.

5. Student Commitment:

I agree to use my CCA-issued e-mail account for educational and ministry purposes only.

Infraction	Consequence	
	<i>1st Occurrence</i>	<i>2nd Occurrence</i>
Student uses e-mail for any purpose other than ministry or education	<ul style="list-style-type: none"> • Parent contact • Lose e-mail privileges for one week 	<ul style="list-style-type: none"> • Parent contact • Lose e-mail privileges for one quarter • Referred to Dean of Students
Student <u>allows</u> another person to use their e-mail account	The student will bear full responsibility for all actions initiated with his/her account including and up to termination of enrollment.	

Equipment

The Bible teaches us that all good gifts come from above. As disciples of Christ we endeavor to be the best stewards over the resources with which we are blessed. As such, all equipment, including keyboards, computers, printers, mice, microphones, and headphones, etc., must be handled with care/respect. Note: Students are to obtain teacher permission before plugging in or unplugging equipment.

Infraction	Consequence	
	<i>1st Occurrence</i>	<i>2nd Occurrence</i>
Student mistreats equipment	<ul style="list-style-type: none"> • Student/teacher conference • Parent contact • Financial restitution is made through charge to Statement of Account 	<ul style="list-style-type: none"> • Parent contact • Student suspension • Referred to Dean of Students • Financial restitution is made through charge to Statement of Account

Responsibility and Ethical Use

Guidelines

- Students are to report any ethical misconduct.
- Students are never to directly copy someone else’s work and submit it as their own. This is considered plagiarism. This includes copying/pasting information from the Internet and submitting it as part of a personal document without giving credit to the author.
- Students are to adhere to copyright laws as they apply to technology.

Infraction	Consequence	
	<i>1st Occurrence</i>	<i>2nd Occurrence</i>
Student accesses, changes or copies another’s electronic work	<ul style="list-style-type: none"> • Parent Contact • 0 grade on assignment • Redo the assignment for reduced or no academic credit; otherwise fail the quarter 	<ul style="list-style-type: none"> • Parent Contact • Enrollment subject to suspension or termination • Redo the assignment for reduced or no academic credit • F for the quarter, and each quarter that it is not done
Student Plagiarism		
Student does not follow copyright laws and regulations	<ul style="list-style-type: none"> • Student/teacher conference • Parent Contact 	<ul style="list-style-type: none"> • Parent/ Administration conference • Student detention

Other Electronic Devices

General Information

Students are prohibited from using non-educational electronic devices such as GameBoys, cell phones and CD players during school hours.

Infraction	Consequence	
	<i>1st Occurrence</i>	<i>2nd Occurrence</i>
Student uses electronic device	<ul style="list-style-type: none"> • Student/teacher conference • Parent contact 	<ul style="list-style-type: none"> • Electronic device is confiscated • Parent meeting scheduled to accomplish resolution of the problem

Internet

Protection

The Internet is an essential source of information in today's society. It is important that students understand both its value and dangers. The guidelines and consequences listed are provided for the spiritual, ethical, and emotional protection of students/staff. CCA students may access the Internet only according to the following commitments:

6. Student Commitment:
I agree to obtain teacher authorization for each instance that I use of the Internet before I access any Internet site.
7. Student Commitment:
I agree to access only teacher-approved Internet sites or to conduct research only regarding teacher-authorized subject matter.
8. Student Commitment:
I commit to never intentionally visit an inappropriate website. Inappropriate websites include but are not limited to sites that promote sexual activity, homosexual activity, vulgar language or other sinful, illegal, or immoral behavior.
9. Student Commitment:
I agree to notify a teacher immediately if I unintentionally access an inappropriate Internet site during on-line research.
10. Student Commitment:
"Cyber bullying" is using technology to harm others. It includes but is not limited to: gossiping about, threatening, misrepresenting, or denigrating in any manner a human being.

I agree to refrain from any and all use of technology that could be construed according to the above definition as cyber bullying. I understand that such behavior is directly contrary to the love and teachings of our Lord Jesus Christ and represents an offense against Him, our school, my family, and myself.

Infraction	Consequence	
	<i>1st Occurrence</i>	<i>2nd Occurrence</i>
Student accesses or attempts to access a pornographic web site	<ul style="list-style-type: none"> • Parent contact • Referred to Dean of Students • Enrollment subject to suspension or termination 	<ul style="list-style-type: none"> • Parent contact • Referred to Dean of Students • Enrollment subject to suspension or termination
Student visits or attempts to visit a site that CCA deems to promote sinful or immoral behavior based on Biblical principles.	<ul style="list-style-type: none"> • Parent contact • Referred to Dean of Students • Enrollment subject to suspension or termination 	<ul style="list-style-type: none"> • Parent contact • Referred to Dean of Students • Enrollment subject to suspension or termination
Student engages in cyber bullying	<ul style="list-style-type: none"> • Parent contact • Referred to Dean of Students • Enrollment subject to suspension or termination 	<ul style="list-style-type: none"> • Parent contact • Referred to Dean of Students • Enrollment subject to suspension or termination

Faithful use of technology

Students who access sites for purposes other than ministry or education needlessly open the network to viruses, spyware, and potential damage. Furthermore, accessing unnecessary resources creates undue traffic and tie-ups on the network. This results in costly repairs and unnecessary upgrades. As such, the following must be adhered to:

Guidelines

- Students may not access games, video, music, news, sports, blogs, IM or chat forums without teacher direction or permission.
- Student access to NetClassroom is always allowed.
- Students may not add software to any CCA computer by downloading from the Internet or installing from another device.

Infraction	Consequence	
	<i>1st Occurrence</i>	<i>2nd and Subsequent Occurrences</i>
Student accesses the Internet without teacher permission	<ul style="list-style-type: none"> • Student/teacher conference • Parent contact 	<ul style="list-style-type: none"> • Parent contact • Student detention and loss of Internet privileges for 1 week *
Student goes on a site NOT approved by the teacher. This includes but is not limited to the following sites: games, video, music, news, sports, blogs, social networking, IM or chat forums	<ul style="list-style-type: none"> • Student/teacher conference • Parent contact 	<ul style="list-style-type: none"> • Parent contact • Student detention and loss of Internet privileges for 1 week *
Student signs up for electronic greeting, special offer or downloads music or video clips.	<ul style="list-style-type: none"> • Student/teacher conference • Parent contact 	<ul style="list-style-type: none"> • Parent contact • Student detention

*Students who lose Internet privileges and are required to use the Internet for a classroom assignment will be granted temporary access to the Internet from 3:00-4:00 in a supervised location.

The above relates the seriousness we attribute to the power of technology. For Christians and unbelievers alike, it is a tool, neither good nor evil in its own right, but potent in its power to enact good or inflict evil by the hand of its user. In addition to applying consequences, authorities at Calvary Christian Academy commit, in the event of misuse of technology by a student, to counsel and teach our students about their responsibility to use technology with integrity in Christ as one dimension of their discipleship. We reserve the discretion to respond with consequences outside of the framework delineated above, when such response is deemed more appropriate due to facts surrounding incidents that arise, and the leading our God's Holy Spirit.

The use of technology, electronic equipment, and access to Internet resources are privileges granted to students by Calvary Christian Academy.

Any student that disobeys any of the requirements listed herein will bear full responsibility for their action. Consequences may include the revocation of computer privileges at CCA and the termination of enrollment.

Students will not be allowed access to computers until this form is signed and returned!

I, _____, have read and discussed the CCA Acceptable Use Guidelines with my parent/guardian. I agree to abide by these guidelines. I understand that if I fail to follow the guidelines I will bear full responsibility for the action. My consequences may include the revocation of my computer privileges at CCA and the termination of my enrollment.

Student's Signature Grade

Parent/Guardian:

As the parent or guardian of, _____, I have read and understand the CCA Acceptable Use Guidelines. I understand that my child must adhere to the Acceptable Use Guidelines or he/she will bear full responsibility for the action. Consequences may include the revocation of computer privileges at CCA and the termination of enrollment.

Parent/Guardian Signature

Date