

# Student Computer Use & Internet Guidelines

Grace Christian School offers network computer access for students as well as individual Google accounts for each student. Google Chromebooks will be available for student use along with Chrome boxes in lower elementary classrooms and the Middle School computer lab. These guidelines cover appropriate Internet and other network uses of school computers and accounts. These rules have been designed to keep our computers and classrooms functioning at the highest of standards. In order to have access to the Google Suite of apps and the Internet, please read the following and sign below.

## 1. Student Internet Access

- a. Kindergarten - fifth grade students will have access only under direct supervision.
- b. Sixth grade through high school students will be given an individual Google account within the GCS network. This account may be revoked or suspended in accordance with the GCS regulations set forth in this handbook should violations occur.
  - i. Individual accounts are for the express purpose of school related work and research.
  - ii. K - 8th grade students are not able to send or receive mail outside of the GCS network.
- c. You and your parent must sign an Account Agreement to be granted an individual account on the GCS network. This Agreement must be renewed on an annual basis. Your parents can withdraw their approval at any time.

## 2. Unacceptable Uses The following uses of the GCS network are considered unacceptable:

### a. Personal Safety Violations

- i. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone or cell phone numbers, school address, work address, etc.
- ii. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- iii. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

### b. Inappropriate Language

- i. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- ii. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- iii. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- iv. You will not knowingly or recklessly post false or defamatory information about a person or organization.

**c. Illegal Activities**

- i. You will not attempt to gain unauthorized access to the GCS network or to any other computer system through the GCS network or go beyond your authorized access. This includes attempting to log in to another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- ii. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

**d. Respect for Privacy**

- i. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- ii. You will not post private information about another person.

**e. Plagiarism and Copyright Infringement**

- i. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- ii. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements.

**f. Inappropriate Access to Material**

- i. You will not use the GCS system to access material that may be interpreted as:
  1. Harmful to minors;
  2. Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
  3. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- ii. You will not use the GCS network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). While the GCS network does provide filtering of Internet content it is still your responsibility to avoid accessing inappropriate sites that may not be blocked.
- iii. If you mistakenly access inappropriate information, you should immediately disclose this access to a GCS staff member. This may protect you against a claim that you have intentionally violated this Policy.
- iv. Your parents also have the right to limit your access to material that they think would be inappropriate.

**g. Online Access on School Computers**

- i. Internet Chat & Email

1. Students are NOT allowed to use any form of Internet Chat software unless as an approved assignment for a teacher.
  2. Any teacher wishing to have their students use Internet Chat software on school computers must have the assignment and chat site approved by the Instructional Technologist prior to giving the assignment to students.
  3. Students are NOT allowed to access any Internet e-mail account on school computers other than the one provided by the GCS (foreign font issue for exchange students).
- ii. Internet Games and Connectivity Software**
1. School computers are NOT to be used for downloading or accessing Internet games, unless supervised by a GCS staff member.
  2. School computers are NOT to be used for accessing any form of online direct communications software (such as NetMeeting, Internet Phone, Messenger Service, etc.) unless it is under the direction of a staff member and is part of an approved, specific class assignment.

# Student Computer & Internet Use Agreement

For safety reasons, when using Google mail or the Internet:

1. I will not give out personal information such as my home address, parental information, or school name or location without the permission of my teacher.
2. I will immediately notify my teacher if I come across any information that makes me feel awkward or uncomfortable.
3. I will never get together with someone I have “met” on-line without first getting my parents’ and teacher’s permission. If they agree, I will still bring an adult with me.
4. I will never forward my picture or anything else without first getting my teacher’s approval.
5. I will not return any messages that are inappropriate or make me feel uncomfortable. If I receive a message like this, I will notify my teacher.

The following activities are illegal, and I will not willingly participate in them:

1. Gaining unauthorized access to any place (site, folder, or account) I am not supposed to be.
2. Disrupting any computer system.
3. Contributing to help spread electronic viruses.
4. Engaging in any illegal activity on-line.

I am aware that any on-line correspondence I send is a reflection of my school and myself. The ability to correspond with my classmates and instructors is a privilege and should only be done for academic reasons.

1. My messages will be short, courteous, and to the point.
2. I will not use obscene language, engage in personal or discriminatory attacks, or post false or misleading information about individuals or organizations.

I will not access, download, or distribute:

1. Any pornographic, obscene, or sexually explicit materials.
2. Inappropriate information or graphics.

These policies and procedures must be adhered to, and any violation of them will be met with zero tolerance.

- Students must abide by their signed contracts.
- The use of the computer is a privilege, not a right.
- If this contract is broken, the student’s privilege will be revoked.

I have read the guidelines and contract above. By signing below, I fully agree with and understand the contents of this contract. If I breach any rules, I understand my Internet and computer privileges may be revoked.

**Student Name** \_\_\_\_\_

**Student Signature**  
\_\_\_\_\_

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

**Parent Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

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