

Acceptable Use Policy¹

for computer network & Internet use by students and staff of Bulkley Valley Christian School

Bulkley Valley Christian School is pleased to offer students access to a computer network for access to electronic mail and the Internet.

The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers and students to bring a vast amount of resources and experts right into the school and the classroom. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting or that is contrary to the vision for education of the school. Bulkley Valley Christian School has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are held responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the sports fields. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the school's standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Upon entry into the school community all students and staff will provide the school administration with a signed copy of the AUP agreement, thereby indicating their commitment to the standards it expresses.

¹ Draft 1 August 2009

What are the rules?

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity. This will insure that students are using the system responsibly.

Storage - Users are expected to save all their work in their student folder on the server.

These folders are password protected and accessible from any computer on the network as well as from home via the Internet.

Vandalism - Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user locally or connected to Bulkley Valley Christian School via Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

Inappropriate materials or language - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials of which you would not want your teachers and parents to see that you accessed it. Should students encounter such material by accident, they should back out of the site and report the occurrence to their teacher immediately.

Chat rooms - Students at BVCS may not use the school network to participate in live chat rooms.

Guidelines for acceptable use of network privileges.

Staff and students using the Internet are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Examples of acceptable use are:

- • Using Web browsers to obtain information from Web sites.
- • Accessing databases for information as needed.
- • Using e-mail for contacts.
- • Using the school's network to promote the exchange of information to further education and research and is consistent with the mission of the school.
- • Using the school's network to access outside resources that conform to this "Acceptable Use Policy".
- • Using the network and Internet in a manner, which respects the rights and property of others.
- • Keeping all accounts and passwords confidential and inaccessible to others.
- • Showing responsibility by making backup copies of material critical to you.
- • Showing responsibility by taking precautions to prevent viruses on the school's equipment.
- • Upon receipt of an attachment checking to making sure it is from a known source.
- • Deleting old mail regularly from your email directory to save space.
- • Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.

Examples of unacceptable use are:

- • Use of the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive.
- • Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- • Broadcasting e-mail, i.e., sending the same message to more than 10 recipients or more than one distribution list.
- • Conducting a personal business using school resources.
- • Transmitting any content that is offensive, harassing, or fraudulent.
- • Using inappropriate language: do not swear, use vulgarities or sexual innuendos.
- • The sending of material likely to be offensive or objectionable to recipients.
- • Using programs that harass school users or infiltrate a computing system and/or damage the software components is prohibited.
- • Doing harm other people's or their work.
- • Doing damage to the computer or the network in any way.
- • Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- • Plagiarism and violation of copyright laws.
- • Conversation in email using all upper case letters. This is considered shouting.
- • Sharing your email password with another person. Doing so could compromise the security of your files.
- • Wasting limited resources such as disk space or printing capacity.
- • Trespassing in another's folders, work, or files.
- • Removing software CDs from the computer lab or library.
- • Giving out personal information such as your home address or telephone number. Use the school's address instead, but not the school's phone number.
- • Downloading material from the Internet without specific authorization from the IT manager.
- • Viewing, sending, or displaying offensive messages or pictures.
- • Accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity.

Monitoring

All messages created, sent, or retrieved over the Internet are the property of the school and *may be regarded as public information*. Bulkley Valley Christian School reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means 'don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law'.**

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

Acceptable Use Violation Notice

Student: _____

Date: _____

Students who violate the Acceptable Use Policy adopted by Bulkley Valley Christian School shall be subject to the appropriate action described in the Student Handbook or to the following consequences:

_____ **First occurrence:** The above student has violated the school's Acceptable Use Policy. He/she may lose Internet/Network access for a period of four weeks.

_____ **Second occurrence:** The above student has violated the school's Acceptable Use Policy for the second time. As a consequence the student has lost Internet/Network access for one full academic term.

_____ **Third occurrence:** The above student has violated the school's Acceptable Use Policy for the third time. As a consequence the student has lost Internet/Network access for two full academic terms.

_____ The above student has violated the school's Acceptable Use Policy intentionally accessing restricted materials. As a consequence of this violation the above student has lost Internet/Network access for the remainder of this academic school year.

Description of incident resulting in this notice:

Teacher's Signature: _____

This completed form will be kept by the school in the student's file and a copy will be sent to his/her parent or guardian.

Signed: _____ (Information Technology Manager)