

## ACCEPTABLE USE OF TECHNOLOGY POLICY

This policy requires that computers, network and Internet resources of Broadfording Christian Academy be used in a manner that conforms to BCA's educational purposes, mission statement, and environment. While our primary purpose is to serve the needs of students and staff, we must also glorify Christ in all we do. This includes the use of the technology God has blessed us with. It is therefore a requirement that anyone using the computer equipment and Internet access at Broadfording Christian Academy agree to and sign this acceptable use policy.

We reserve the right to monitor, record, and review all data contained in the system to protect the integrity of the system and to ensure compliance with the policies and rules governing the use of its technology. We reserve the right to refuse access to any and all individuals not willing to comply with or showing willful disregard for this policy.

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither Broadfording Christian Academy, nor its staff, controls the content of the information on those other systems. Moreover, some of the information available on other systems may be controversial, inappropriate, and contrary to our mission, vision and policy. However, we believe that the availability of good, usable and God-glorifying information for educational purposes far outweighs the negative making these resources something vital to promote Christian understanding, learning, and teaching in the 21<sup>st</sup> century. You should also understand that while the school's technical administrative staff does all it can (at considerable expense of time and resources) to limit the access to this information, some inappropriate material may still appear. We require that our equipment not be used to access such information and that anytime a user accidentally stumbles upon such material they immediately report it to the computer department personnel, staff or administration.

The following are rules that govern the use of Broadfording Christian Academy's equipment:

1. Users are expected to have their own login account. At no time should users tell anyone their password or allow anyone to use their account. Users are responsible for the security of their login account and for safeguarding and keeping passwords private. Users are responsible for ANY activity which is performed while using their login, whether or not they were present at the computer. Therefore, it is of utmost importance to protect your password as mentioned above, and to logoff or lock your computer when not in use.

2. Users shall use the electronic resources for school-related purposes only. Users may not send or receive anything that violates school codes of conduct or the laws of the United States or the State of Maryland. This includes but is not limited to:

- Involvement in any activity prohibited by law
- Violations of copyrighted material
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters

- Sharing passwords
- Leaving a computer open or unattended without approval
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- Using the network or Internet access for personal or entertainment purposes without approval or permission
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Transmitting material or messages containing personal information such as names, phone numbers, or addresses
- Viewing/downloading obscene or pornographic material or messages
- Downloading executable programs, movies, or music

When in doubt, a student must ask his/her teacher or school staff before proceeding. Any student who violates this "acceptable use policy" will lose access privileges and may suffer other disciplinary action, up to and including legal action and potential expulsion.

3. Anyone vandalizing the equipment, including introducing viruses, attempting to circumvent any system security or acting in a way that can be interpreted as having this intention, installing software without authorization, attempting to harm or destroy BCA equipment or materials or the data of any other user shall lose his/her privileges. Users may not tamper with or attempt to repair, remove or make adjustments to any components of any equipment or software unless approved first by the tech department. Consequences will increase in severity according to the seriousness of the offense, ranging from several days suspension of privileges to complete restriction of the use of all electronic resources.

4. Users are responsible for reporting any security problem, including the unwitting introduction of a virus or misuse of the network to BCA personnel immediately.

5. Users may not place or transmit copyright materials on the system without the author's permission. Users may download copyrighted material, such as an encyclopedia article, for school use only, and may not duplicate or distribute such material.

6. Users must understand that the adult staff member may ask them to relinquish their computers before their allotted time has expired in order to accommodate other users. While regrettable, users are expected to comply.

**7. Any student in doubt as to the acceptability of searches or equipment use is expected to ask first before taking action.**

8. Users are not permitted to make ANY hardware or software changes to the machine. This includes the addition or removal of printers, software, wireless cards, network cards, cabling, or any other physical or logical component of the I. T. infrastructure. If changes are required, a request must be put in to their teacher or staff contact, who will forward the request to the appropriate parties, so that all changes can be approved and documented to ensure the integrity of the system.

By signing below, I agree that I have read the ENTIRE contents of the Acceptable Use Policy, and will comply accordingly.

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

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

\_\_\_\_\_ Grade

\_\_\_\_\_ Date

By signing below, I agree that I have read the ENTIRE contents of the Acceptable Use Policy and have discussed the importance of compliance with the student. I hereby consent for BCA to issue the student a UserID and password for use on the school's systems.

\_\_\_\_\_ Parent\Guardian Name

\_\_\_\_\_ Parent\Guardian Signature

\_\_\_\_\_ Date

Please note: UserIDs will not be issued without this disclosure being on file.  
If you have any questions regarding the Information Technology Infrastructure at BCA in general, or the implementation of this policy, please contact [seth.crider@broadfording.com](mailto:seth.crider@broadfording.com).