

Westgate Christian School  
“A Fine Arts & Technology Academy”

Acceptable Use of Technology Agreement  
Grades K-2  
August 2009

Parents and Students:

Please read together, sign and return the document to the school. This document is available at [www.westgatechristian.com](http://www.westgatechristian.com).

### **Statement of Purpose**

Westgate Christian School believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology at WCS.

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- 1. I promise to use the computer and all its equipment carefully.**
- 2. I promise to only work on the programs and web pages that my teacher tells me to use.**
- 3. I promise to ask for help if I don't know what to do.**
- 4. I promise to tell an adult if I read or see something on the computer that is not appropriate.**
- 5. I promise never to use the computer to hurt, frighten or bully others.**
- 6. I promise to print only when my teacher tells me to.**
- 7. I promise to only use my own file or my own folder on the student server.**
- 8. I promise to only share my passwords with my teacher or parent.**
- 9. I understand that if I break any of my promises, I might not be able to use the computers.**

Westgate Christian School  
“A Fine Arts & Technology Academy”  
Acceptable Use of Technology Agreement  
Grades K-2  
August 2009

**I will sign my name to show that I will follow these rules.**

Student Name (Print) \_\_\_\_\_

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

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Date Signed \_\_\_\_\_

**I have read this Acceptable Use Agreement and have discussed it with my child:**

Parent/Guardian Name (Print) \_\_\_\_\_

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

Date Signed \_\_\_\_\_

**\*\*\*IMPORTANT NOTICE: NO STUDENT can use a computer at WCS until this agreement has been completed, signed, and returned to Mrs. Jan Murray, Computer Lab Instructor.**

Westgate Christian School  
“A Fine Arts & Technology Academy”  
Acceptable Use of Technology Agreement  
Grades 3-5  
August 2009

Parents and Students:

Please read together, sign and return the document to the school. This document is available at [www.westgatechristian.com](http://www.westgatechristian.com).

### **Statement of Purpose**

Westgate Christian School believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology at WCS.

### **Terms of Agreement**

Using the computer correctly and responsibly is very important. I promise to follow these rules:

- 1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.**
- 2. I promise never to use any form of electronic communication to harass, frighten, or bully anyone.**
- 3. I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.**
- 4. I promise not to share my passwords.**
- 5. I will not view, send or display inappropriate messages or pictures.**
- 6. I promise to tell an adult if I read or see something on the computer that is inappropriate.**
- 7. I promise to obey copyright laws.**
- 8. I will not use my personal email account or any personal electronic device at school except with the permission of a staff member.**
- 9. I promise to print only when my teacher tells me to.**
- 10. I promise to only use my own file or my own folder on the student server.**
- 11. I understand that if I break any of my promises, I might not be able to use the computers.**

*1 “Electronic communication” means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPods or other mp3 or audio-video players and cameras.*

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**Use of New Web Tools**

As part of 21<sup>st</sup> century learning, teachers and students may use new Web tools such as blogs, wikis, podcasts, and videocasts. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the Use of New Web Tools.

**I will sign my name to show that I will follow these rules.**

Student Name (Print) \_\_\_\_\_

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

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Date Signed \_\_\_\_\_

**I have read this Acceptable Use Agreement and have discussed it with my child:**

Parent/Guardian Name (Print) \_\_\_\_\_

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

Date Signed \_\_\_\_\_

**\*\*\*IMPORTANT NOTICE: NO STUDENT can use a computer at WCS until this agreement has been completed, signed, and returned to Mrs. Jan Murray, Computer Lab Instructor.**



**Westgate Christian School  
“A Fine Arts & Technology Academy  
617 Westgate Parkway  
Dothan, AL 36303  
334-793-3399**

**SUBJECT: ACCEPTABLE USE POLICY - STAFF/STUDENTS/VISITORS TO WESTGATE CHRISTIAN SCHOOL, COMPUTERS, E-MAIL, AND THE INTERNET**

**Introduction**

New technologies are changing the ways that information may be accessed, communicated, and transferred. These technological shifts also offer the opportunity to enhance instruction and student learning. The WCS Board of Education will provide access to various computerized information resources through the school's computer system (WCSS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and the "Internet." It may include the opportunity to have independent access to the WCSS from their home or other remote locations. All use of the WCSS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of Westgate Christian School. School staff, students, and visitors are authorized to use the school's on-line services in accordance with the user obligations and responsibilities specified below.

**Purpose**

The purpose of this policy is to define guidelines for student, staff, and visitors for the use of WCS networked computer equipment, including those that provide access to the Internet.

**Student Internet Access**

The use of computer technology may be revoked or be the subject of student discipline, or employee reprimand/termination, if abused. Users will follow a sequential, structured approach to gaining skills, which will allow them to become independent, responsible users of the Internet. This approach addresses Internet use from an age and topic appropriate standpoint.

- a) In elementary schools (K through 2), teacher or teachers will actively supervise student's use of the computer, peripherals and/or Internet access. Students will access Internet resources, which the teacher has previously explored and selected. Teachers will make every effort to ensure that students are directed to sites with only age-and topic-appropriate material and resources.
- b) In upper elementary school (3 through 5), teachers will supervise and model appropriate use of computers, peripherals, and the Internet. Students will continue

to have Internet access under direct teacher supervision; however, students will also experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age-and topic-appropriate material and resources.

### **Electronic Mail**

**Students and visitors to the WCS** will not be issued individual electronic mail accounts. Select **staff** will be issued electronic e-mail accounts. **Students** and visitors who have electronic mail accounts from sources outside the school division *may* be granted permission to use school resources to access those accounts. At the discretion of the School Director/Administrator or his/her designee, some e-mail providers may be blocked.

### **Right to Privacy**

The School Director/Administrator or his/her designee has the right to access information stored in **any user** directory, on the computer hard drive, school-issued disks/flash memory, or in electronic mail. Users are advised not to place confidential documents in their user directory or attempt to access folders that are not their own. Network management and monitoring software packages may be used for random access to individual accounts to review educational progress and for security purposes. Each computer keeps a history of Internet sites visited if that information is required.

### **Acceptable Uses**

The following actions, *which are not exhaustive*, constitute acceptable use of the Internet, whether that use is initiated from a school or any other site:

- a) All Internet or computer equipment use shall be consistent with the purposes, goals, and policies of Westgate Christian School.
- b) Use of computers, software, peripherals, and other information resources to support learning and to complete school assignments.
- c) Sending and receiving electronic files using e-mail for academic purposes.

### **Unacceptable Uses**

The following actions *which are not exhaustive* constitute unacceptable use of the WCS, whether that use is initiated from a school or any other site:

- a) Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- b) Placing unlawful information on the WCS.
- c) Using the WCS illegally in ways that violate federal, state, or local laws or statutes.
- d) Using the WCS at school for non-school related activities.
- e) Sending messages that are likely to result in the loss of the recipient's work or systems.
- f) Using the WCS for commercial purposes.
- g) System users may not use the network for entering contests, advertising,

- political lobbying, or personal commercial activities including online purchasing.
- h) Posting, sending or downloading copyrighted material without written permission from the owner.
  - i ) Accessing files or changing computer files that do not belong to the user.
  - j) Using another person's password or knowingly giving one's password to others.
  - k) Using WCSS access for sending or retrieving inappropriate, obscene, pornographic material.
  - l) Posting inappropriate text files, storing personal images/photographs, or files dangerous to the integrity of any network.
  - m) Circumventing security measures on school or remote computers or networks (hacking).
  - n) Attempting to gain access to another's resources, programs, or data without written permission of the owner.
  - o) Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the WCSS, and includes the uploading or creation of computer viruses.
  - p) Falsifying one's identity to others while using the WCSS.
  - q) Using chat rooms and instant messenger is strictly forbidden when used for non-academic purposes.
  - r) Using the WCSS for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.
  - s) Accessing personal e-mail, bank accounts, or other personal accounts through the WCSS.
  - t) Unauthorized exploration of the Network Operating System or changes to any WCSS-installed software is strictly prohibited.
  - u) Disclosing personal information, such as address, phone number, age, on the WCSS.
  - v) System users will not be able to download, upload, or run any software, games, or shareware that are not installed and licensed by the WCSS.
  - w) Tampering with or copying school-licensed installed software or loading personal software onto school-owned computers.
  - x) Visiting and posting to social networking sites such as Facebook and MySpace and Twitter is strictly prohibited.
  - y) Printing non-school related materials on WCSS printers.
  - z) Disclosing, using, or disseminating personal identification information regarding minors without authorization.
  - aa ) Communicating any credit card number, bank account number, or any other financial information via the WCSS.

### **System Security**

- a) System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account
- b) Users should change passwords regularly and avoid easily guessed passwords.

- c) Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K through 5 Network.
- d) Only an authorized WCSS computer administrative personnel may install software.
- e) When considering a new program for use in the WCSS, users will submit a software request form to the technology coordinator.
- f) Users will adhere to the WCSS virus protection procedures.
- g) Permission of authorized WCSS computer administrative personnel is required for relocation, removal, or adjustment of any hardware and/or peripheral device.
- h) Food and/or drink **will not be consumed** in areas where computers are located.

### **Internet Control Filtering and Monitoring**

(For reference, refer to [Children's Internet Protection Act: Internet Content Filtering/Safety Policy](#))

In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to minors. *Parents are advised, however,* that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet and will take reasonable measures to prevent access to inappropriate materials. From time to time the school will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes, the WCSS staff reserves the right for authorized personnel to review network use and content. The WCSS staff reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

### **Plagiarism and Copyrighted Infringement**

- a) Any software that is protected under the copyright laws will not be loaded onto or transmitted via the network or other on-line servers without the written consent of the copyright holder.
- b) Users will honor all copyright rules and not plagiarize or use copyrighted information without permission. Plagiarism is the using of writings or ideas of others and presenting them as if they were original
- c) The School will receive written permission from parents and/or guardians prior to publishing any student's work, pictures or name on the Internet or school web pages.

### **Access to Inappropriate Material**

- a) Users will not utilize the WCSS to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b) Users should immediately disclose any inadvertent access in a manner specified by their school. This will protect them against an allegation that they have intentionally violated the Acceptable Use Policy (AUP).

### **Consequences**

Use of the WCSS's electronic resources by staff, students, and/or visitors to the school in

an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school and/or sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution.

### **Implementation**

To gain access to the Westgate Christian School network and the Internet, **all staff, students and visitors to the school must sign an AUP Affidavit attesting to the fact that they have read, understand and agree to the terms of this Acceptable Use Policy.** All students must also obtain parental permission. Copies of student affidavits will be kept at the building in which the student attends; copies of staff affidavits will be kept at the Personnel Office; copies of visitor affidavits will be sent to and kept on file by either the Technology Coordinator or the School Board.

### **WESTGATE CHRISTIAN SCHOOL LIMITATION OF LIABILITY**

WCS makes no warranties of any kind, express or implied, that the functions or the services provided by or through the WCSS will be error-free or without defect. The school will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service. The school is not responsible for financial obligations arising through the unauthorized use of the system.

The school web site is intended to be used for educational purposes only. It contains links to and frames of other sites that may be of educational interest to staff and students. The school is not the author of or otherwise associated with these linked or framed sites and is not responsible for the material contained in or obtained from these linked or searched sites. Information on school events is posted on the school web page for the convenience of users and is subject to change at the school leaders' sole discretion.

The school respects student/staff and values their privacy. In order, however, to maintain system integrity and ensure responsible use of the system, the school has the right to examine the contents of the file server, individual computers, and any e-mail. Files will only be examined when there is reason to suspect an activity or material that violates any of the school's codes of conduct or the law. Use of the school's electronic resources by staff, students, and/or visitors to the school in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or other sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution. ***The signature(s) at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understands their significance.***

### **Indemnification**

The user agrees to indemnify Westgate Christian School for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to any breach of this Acceptable Use Policy.

**AUTHORIZATION TO USE COMPUTERS  
AT WESTGATE CHRISTIAN SCHOOL "FINE ARTS & TECHNOLOGY ACADEMY"  
(for staff, faculty, visitors)**

I have read the Acceptable Use Policy of the Westgate Christian School, A Fine Arts & Technology Academy". I understand that my right to use the computer network and Internet access account may be suspended or terminated if I fail to comply with any of the rules and requirements outlined in that policy.

**Student Last Name (print)** \_\_\_\_\_ **First Name (print)** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student ID#**

As a parent or guardian of the above-named student, I have read the Westgate Christian School Acceptable Use Policy. I understand that access to the Internet is for educational purposes and that the Westgate Christian School and its governing board of education will take reasonable precautions to prevent access to controversial material. **However, I understand that it is not possible to restrict access to all materials, and I will not hold the district liable for materials that may be acquired on the Internet by my child.** I understand that my child's Internet account and network computer access will be valid as long as my child complies with the rules and requirements outlined in the Acceptable Use Policy of the Westgate Christian School

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DECLINATION TO USE COMPUTERS  
AT WESTGATE CHRISTIAN SCHOOL**

**I do not give permission** to Westgate Christian School to allow my child to utilize the School's computer network for Internet access.

**Student's Name** \_\_\_\_\_

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**AUTHORIZATION TO RELEASE STUDENT WORK/PHOTO  
AT WESTGATE CHRISTIAN SCHOOL**

Westgate Christian School is making a concentrated effort to promote positive activities, honors, and work of our staff and students. This includes working with the local newspapers and also developing our own publications and websites.

**STUDENT:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

\_\_\_\_\_ **I authorize** Westgate Christian School to release my child's student work/photo for publication in local newspapers, school newsletters, and the school or teacher/class-created website, and in other publications promoting the school, education, and events, in general activities.

\_\_\_\_\_ **I DO NOT authorize** Westgate Christian School to release my child's student work/photo for publication in local newspapers, school newsletters, and any school or class/or teacher created website, nor other publications promoting the school, education, and events, in general

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

