

ALETHEIA CHRISTIAN ACADEMY COMPUTER USE POLICY

Aletheia Christian Academy provides computers for our students to use to further their education. It is very important that each student understands the need to take care of the computer equipment and to let the instructor know if anyone is misusing our computer resources.

- You may use an assigned computer only with your teacher's permission, and the teacher must be present in the library.
- Do not have food, drinks, candy, or gum by the computers.
- Do not print anything without permission.
- Do not change any settings, add any shortcuts, or otherwise make any adjustments on the computer.
- Do not pound keys or put any foreign objects into drives, keyboard, etc.
- Log in under your name only. Do not use nicknames or fictitious names. Do not get into anyone else's records.
- Do not bring disks or programs from home. Do not attempt to install or download any programs.
- Follow the teacher's instructions, at all times, for the computer lesson. Do not open programs without permission.
- Do not access the internet without permission, the teacher present, and a current-year signed internet use policy on file.

I understand the above rules and will obey them. I understand that failure to abide by any of these rules could result in loss of computer privileges and other disciplinary measures as appropriate.

Student signature

Date

I am aware of these Computer Policies and will support the school's enforcement of them. I verify that my child has read and agrees to the policies.

Parent Signature

Date

INTERNET USE POLICY

Aletheia Christian Academy has internet capability on the computers in our library. This is provided to improve the education of our students and to provide them with the internet literacy they will need in college and the workplace.

The internet is a collection of interconnected computer networks around the world and it expands classroom and media resources by providing access to information, images, and computer software from sources otherwise impossible to reach. This resource provides a rich environment for individual and group projects, collaboration, curriculum materials and idea sharing. Internet access makes possible contacts with people from other nations and cultures bringing into the school experts in every discipline.

Along with the above advantages of internet use comes some risks. These risks include:

- *access to inappropriate websites
- *the transmission of personal information via e-mail to strangers
- *the spreading of computer viruses into school computers

Aletheia Christian Academy is making every effort to minimize the above risks. The actions that are being taken are listed below:

- *Installing an internet filter to minimize the chance of accessing an inappropriate website.
- *Installing virus protection and anti-spyware software.
- *Close supervision of the students by the teacher.
- *Educating students as to what they should and should not be doing on the internet.

Even with all the above steps, ACA cannot guarantee that your student will not be exposed to some inappropriate material. We do guarantee that we will take every step possible to prevent it and will promptly inform you if something inappropriate does happen.

The most important safeguard for students is that they act wisely and responsibly while on the internet. Therefore, in order for a student to use the internet at ACA they must agree to the following rules:

- 1) Students can use the internet only if given permission to do so by a teacher and that teacher is present to supervise them.
- 2) Students cannot send out an e-mail unless they are given specific permission by a teacher to do so. When sending out an e-mail, personal information such as addresses, phone numbers, social security number, etc. should not be shared. Inappropriate material cannot be transmitted.
- 3) Students cannot intentionally access inappropriate or obscene websites. If an inappropriate website is unintentionally accessed, the student should exit the website immediately and inform his/her teacher.
- 4) Students should be careful not to violate any copyright or use in any way another person's intellectual property without his or her permission.

I have read and understand the above rules and agree to follow them. Failure to do so will result in appropriate disciplinary measures and loss of computer privileges.

Student Signature

Date

I understand the above, verify that my child has read this, and give my child permission to use the internet at Aletheia Christian Academy.

Parent Signature

Date

****If this form is not returned and signed, the student will not be allowed to use the computer equipment.****