

Aletheia Devices, Virtual Classrooms and Internet Acceptable Use Policy

Aletheia Christian Academy recognizes the value of computer and other electronic devices to improve student learning and enhance the administration and operation of its schools. To this end, ACA encourages the responsible use of computers, iPads, computer networks, including the Internet; and other electronic resources in support of the mission and goals of Aletheia Christian Academy.

The internet 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 and idea sharing. Along with the above advantages of internet use comes some risks. These risks include:

- Access to inappropriate websites
- The transmission of personal information via email to strangers
- The spreading of computer viruses into school computers

Aletheia Christian Academy has made every effort to minimize these risks. The actions that have been taken include:

- Installed an internet filter/firewall to minimize the chance of accessing an inappropriate website.
- Installed 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. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Aletheia Christian Academy.
2. Students cannot send out an email unless they are given specific permission by a teacher to do so. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. Students cannot intentionally access inappropriate or obscene websites. If an inappropriate website is unintentionally accessed, the student should exit the website immediately and inform their teacher.
5. Students can use the internet only if given permission to do so by a teacher and that teacher is present to supervise them.
6. Students may not access any social networking site without permission.
7. Students should be careful not to violate any copyright or use in any way another person's intellectual property without permission.

In addition to the above rules for using the internet at Aletheia, below are listed the rules for using Aletheia's computers, iPads, or other devices:

- You may use an assigned computer, iPad, or other device only with your teacher's permission, and the teacher must be present.
- Do not have food, drinks, candy, or gum by the devices.
- Do not print anything without permission. There is a cost for printing at school.
- Do not change any settings, add any shortcuts, or otherwise make any adjustments on the devices.

- Log in under your name only. Do not use nicknames or fictitious names. Do not get into anyone else's records. BE SURE TO LOG OUT after accessing any programs, apps, or email. Notify a teacher if a student previously using your device failed to log out of any accounts.
- Do not attempt to install or download any programs.

Virtual Classroom School Policy

Due to these historic times, it may be necessary for school to be closed for a period of time while learning takes place in virtual classrooms. From time to time we may record teacher/student interactions in groups or one-on-one check-ins via virtual classrooms and other platforms being used for official school use. The recording of these interactions is being done to further the educational goals of the school and as an accountability review of engagement of student-to-student and staff-to-student. These records are for school/classroom use only and will not be posted publicly. These are not public records but are educational records used in limited circumstances that further educational outcomes. Their storage is maintained for a short time and will be destroyed after they have served their educational purposes and within a reasonable time period in accordance with the school's policies. Just as the school will not publicly post recorded data, nor publicly share links to such virtual classrooms we ask families also abide by these same standards and not share information and content not intended for use outside the school/classroom. Please note that access provided to school property, accounts and platforms should be used only for their intended school-related functions. Misuse or abuse of such access is a violation of the school's policies. School expectations of how we treat ourselves and others have not changed and are still expected online.

If students are loaned devices from school during this time, the above policies are still in force. Further, parents supervising students on loaned devices are advised that students may be subject to seeing advertising, pop-ups, or websites that are beyond the control of ACA. Aletheia strongly advises parents to implement internet filters and pop-up blockers on their home system. It is the parent's responsibility to supervise the student's use of the device and contact the school should anything arise.

User Agreement (to be signed by all student users above grade 2)

I have read, understand, and will abide by the above Acceptable Use Policy when using computers, iPads, and other electronic resources owned or operated by Aletheia Christian Academy. Failure to do so will result in appropriate disciplinary measures and loss of device privileges.

_____ Student Name (please print) _____ Student Signature _____ Date

_____ Student Grade

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] _____, I have read the Acceptable Use Policy. I understand that ACA has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold ACA responsible for materials acquired on the network. I hereby give permission for my child to use network resources, including the Internet, which are available through Aletheia Christian Academy.

_____ Parent Name (please print) _____ Parent Signature _____ Date