

# PCA NETWORK (CBCNET) AND INTERNET COMPUTER INFORMATION

## CBCNET ACCEPTABLE USE POLICY

### Introduction

Plymouth Christian Academy network (CBCNET) provides resources for teaching and learning, communications services, and business data services by maintaining access to local, regional, national, and international sources of information.

The CBCNET information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school. This policy does not attempt to articulate all required or prescribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner using the network. The user is ultimately responsible for his/her actions in accessing network services.

1. Access to the networks and to the information technology environment within CBCNET is a privilege and must be treated as such by all users of the network and its associated systems.
2. CBCNET will be used for the purpose of research, education, and school related business and operations.
3. The authorized user will only use any system which requires password access or for which the Academy requires an account, such as Internet. Account owners are ultimately responsible for all activity under their account.

### Academy Rights

Plymouth Christian Academy reserves the right to:

1. Allow the Head of School to interpret issues of policy.
2. Monitor all activity on CBCNET.
3. Make determinations on whether specific uses of the network are consistent with this Acceptable Use Policy.
4. Log network use and to monitor storage disk space utilization by users.
5. Deem what is appropriate use.
6. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
7. Cooperate fully with any investigation concerning or relating to any CBCNET activity.

### Academy Responsibilities

The Academy will:

Respect the privacy of individual user's electronic data. Accessing data will be done only if there is reason to believe that there has been a violation of this Acceptable Use Policy or unless required to do so by law or policies of the Plymouth Christian Academy.

Take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and Academy files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.

Attempt to provide error free and dependable access to technology resources associated with CBCNET. However, the Academy can not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

### Internet Access for Students

The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in Plymouth Christian Academy for the purpose of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of student users. Academy personnel will monitor Internet access by student and the degree of access to the Internet will be dependent upon the age of the students.

#### **Grades K-3**

Limited use for specific projects by teacher request. Web sites will be limited.

### **Grades 4-6**

Use will be project focused, adult directed and supervised. Web sites will be limited.

### **Grades 7-9**

Use will be adult directed and monitored. Web sites will be limited by filtering system and student use will be monitored.

### **Grades 10-12**

Students will have independent use but on-line computers will be monitored. World Wide Web sites will be limited by the filtering system. The Academy is using an Internet screening system. It provides filters and limits access to those Internet sites that contain education resources and do not contain objectionable material. It is installed on the computers that have graphical Internet software (e.g. Internet Explorer) installed.

## **CBCNET Etiquette**

The computers, software, and other peripherals are the property of Plymouth Christian Academy and should be treated as such. Just as pride is taken in school facilities, we want the network equipment to reflect PCA's commitment to quality and excellence.

The network facility was obtained for use as an educational tool. Unless otherwise given permission by the teacher, games are not to be played during class time or in the library. To protect the integrity of the computer network, only the Network Manager is allowed to install software on PCA computers or the computer network. All software on PCA computers must have copyright protection.

To protect each student, sharing the network access code with anyone is prohibited. This will help ensure that the student's work is protected and will remain private. By sharing personal codes the opportunity for others to use someone's code for inappropriate purposes will be eliminated.

Philippians 4:8 instructs us to fill our mind with good and profitable things. The network is for these purposes. It should not be used as a medium for relaying materials that are derogatory to fellow students, faculty, or staff members or that are in conflict with Biblical standards of moral conduct.

## **Internet Code of Conduct**

Use of the Internet by students and staff of Plymouth Christian Academy shall be in support of education and research that is consistent with the mission of the Academy. Internet use is limited to those persons who have been issued Academy approved accounts. Use will be in accordance with the Academy's Acceptable Use Policy and this Code of Conduct.

1. Protect your Network logon information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use the network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, etc. Do not "hack" the system.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.
11. File sharing by students and/or staff is prohibited.
- 12. There should be no expectation of privacy in e-mail communications that are accessed or delivered through the school network.**
- 13. The website is not available to outside organizations or community groups for posting announcements, events, etc. The school's website is limited to school-related materials and events.**
- 14. Students must not use their home computers to disparage the school or convey threats to students, staff members, or school officials.**

*The Academy reserves the right to remove user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.*

## **Unacceptable Use**

Plymouth Christian Academy has the right to take disciplinary action, remove computer and networking privileges, and/or legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.  
*"It is against PCA practice for staff or students to copy or reproduce any licensed software on PCA computing equipment, except as expressly permitted by the specific software license. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of PCA."*
2. Interferes with or disrupts other network users, services or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system ("chain letters," "network games," "broadcasting" messages) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources whether on stand-alone or networked computer.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on computers.
9. Uses the network to access inappropriate materials.
10. Compromises the integrity of CBCNET through the use of "hacking" software.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
12. Use of CBCNET for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal law. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which (1) has the purpose or effect of creating and intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or school performance or (3) interferes with school operations. Vandalism is defined as any attempt to harm or destroy operating system, applications software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

## **Disciplinary Action**

This Acceptable Use Policy is applicable to any member of the CBCNET community and refers to all information resources whether individually controlled, shared, stand alone or networked. Disciplinary action, if any, for students, staff and other users shall be consistent with the Academy's standard policies and practices. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to. Violations can constitute cause of revocation of access privileges, suspension of access to school Academy computers, other school disciplinary action and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

Finally, any student caught vandalizing network equipment or software will be held financially liable for its repair and/or replacement. Furthermore, Plymouth Christian Academy may take any disciplinary action deemed appropriate up to and including expulsion.