

Policy 3.09 Technology and Electronic Media

Crosspoint Christian School has made computers and other technology, including the internet, available to CCS students and staff because it is a valuable educational resource. The school internet connection will be used to help students meet the goals and objectives of the standards related to classroom curriculum and instructions.

Each student and staff member will be provided with an individual computer account and password that can be used on any computer within the building. The user is responsible for all activity that occurs on his/her account. Students and staff may not use the account of another student or staff member. The user must not share his/her password with other users. It is the user's responsibility to remember his/her password.

Students and staff should be aware that all activity on Crosspoint computers will be logged. No one should assume that electronic communications are private and/or confidential.

Students will be granted a limited amount of disk storage space for saving personal work and data. Any member of the faculty can view these files and data at any time without the student's permission or awareness. The amount of storage space granted to students will vary based on academic needs. Large files and files without academic purpose may be deleted without warning for system maintenance.

Students and staff have full rights to use the computers for academic purposes and to use the software installed on the machines. Students and staff also have free access to the internet except for websites that have been blocked by the network administrator. Though computer software is in place to block access to inappropriate sites, it is by no means fool proof and it is the responsibility of the student and staff to utilize safe techniques, common sense, and good judgment when accessing the Internet.

Crosspoint Christian makes no warranties of any kind, either expressed or implied, for the provided computer access. The staff, administration, and Crosspoint are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, or the loss of data stored on Crosspoint resources, or for personal property used to access Crosspoint resources; for the accuracy, nature, or quality of information stored on Crosspoint resources or gathered through Crosspoint-provided access; for unauthorized financial obligations incurred through Crosspoint provided access. Further, even though Crosspoint may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statute.

Violation of this policy could result in the loss of access to electronic resources. The administration may determine additional disciplinary action. When appropriate, law enforcement agencies may become involved.

User Responsibilities

1. Use of computers and electronic media provided by the CCS is a privilege. To maintain this privilege, users agree to learn and comply with all the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Crosspoint Christian School.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. 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. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.

6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, Crosspoint Christian will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. **Unsupervised Use:** Using computer equipment when a faculty member is not present to supervise.
2. **Non-Academic Use:** Using computer resources, including printers, which are not academic in nature without the express permission of the faculty member in control of the classroom or lab.
3. **Gaming:** Downloading of games, gaming material, or gaming data; accessing gaming websites without explicit teacher consent; playing games without explicit teacher consent.
4. **Personal Email:** Accessing any type of off-site messaging system during school hours without express permission of the faculty member in control of the classroom or lab. This includes Web-based email such as hotmail.com and yahoo.com and instant messaging systems such as MSN Messenger and AOL Instant Messenger.
5. **Pornography:** Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
6. **Revealing your or another's Identity:** Supplying one's name, address, telephone number, email address, social security number, credit card number, PIN number, or other personal information to any person or website via Crosspoint computers.
7. **Plagiarism:** Violating copyright or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work, or files.
8. **Program Installation:** Installing, loading, downloading, upgrading, or modifying software on Crosspoint computers, including games, utilities, and system patches.
9. **Hacking:** Accessing or attempting to access data that you are not authorized to access. This includes other peoples' personal data, teacher grade books, CCS administrative and financial files, computer network administration data, as well as data outside the domain of CCS. In addition: disabling, altering, defeating, or circumventing security systems intended to prevent access to such data.
10. **Maliciousness:** Damaging computers, computer systems or computer networks; vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers, systems, or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
11. **Illegal Activity:** Violating local, state, or federal statute. Intentional use of any school resources, including IT, for any illegal activity is grounds for immediate expulsion, and Crosspoint Christian will cooperate with any legitimate law enforcement activity in that regard.
12. **Software Distribution:** Students may not use Crosspoint Christian computers, servers, network, e-mail account or other IT sources to knowingly download or distribute pirated software or data.
13. **Offensive Communication:** Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications that are of a discriminatory or harassing nature, or are derogatory to any individual or group, or are of a defamatory or threatening nature, or are for "chain letters," or are for any other purpose that is illegal or against school policy. Postings that are characterized by any of the following are not acceptable: Deceitful or deceptive; sensitive or confidential; profane or obscene; harmful; abusive; defamatory; libelous; slanderous; invasive of another's privacy; fabricated; misleading; insulting or embarrassing to groups or individuals; threatening in any way; containing photographs of other's without permission; unlawful;

pornographic; harmful to minors in any way; discriminatory; derogatory of students, faculty, or Crosspoint; misrepresentative of your affiliation with Crosspoint Christian.