



## **Computer Policy & Contract – Parent/Student**

Ocean View Christian Academy fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. The following are the general terms of this contract:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school staff faculty.
2. During school hours, game playing, listening to music or watching videos on computers is not allowed unless they are authorized by a teacher and directly related to a school assignment or activity.
3. E-mail (or any other computer communication) should be used only with the permission of the teacher. Rude, abusive, threatening, or otherwise inappropriate language is not permitted. Violations of this policy can lead to restrictions or loss of laptop privileges for a period designated by the administration.
4. Students may access only those files that belong to them or which they are certain they have permission to use.
5. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
6. Free music download programs such as Spotify, Pandora, Napstar, Limewire and Morpheus use file sharing programs such as Kazaa are NOT permitted. These programs open the computer to the rest of the world the minute they are connected to the Internet and use excessive of bandwidth. Any computer suspected of having any of these, or similar, programs will immediately be re-imaged and all data will be lost. Music stored on any laptop will be assumed by the administration to be owned by the student, should administration learn otherwise, the student will be responsible for any copyright violations. The school will not be monetarily responsible for any copyright infringements on student machines.
7. Laptops, power adapters, cords, and any other items distributed or used with the laptops belong to and are owned by OVCA.
8. Use of headphones is limited to use before and after school unless part of class activities, or permitted by the teacher.
9. No stickers, scratches or drawings will be allowed on the case of the laptops.
10. Users are responsible for their treatment of any laptop they use. If changes are made to the system software, including administrative privileges, the user will be responsible for the consequences of those actions.
11. Users must not visit websites or download lewd or pornographic pictures on the computer. Nor should they take lewd or pornographic pictures with the camera or it will be viewed as a violation of the user agreement and will be subject to consequences. If a student does get onto an inappropriate site they must exit the site or shut down the program as soon as possible.

12. Teachers or the Administration may collect and view the material on the laptop on a random basis to check for abuse of this policy.

13. The computers are school property, and must be surrendered at the end of the school year or when student dis-enrolls, whichever comes first.

14. Students will provide a flash drive in which to store their school work and projects.

### **Internet Access Policies**

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet at school. If a student already has an electronic mail address, he/she (may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through the school network. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the email, so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

### **Web Page Publishing Guidelines**

During their studies, students may be asked to participate in the creation of web pages for a class, or they may choose to create their own page to put on the school web site. Each school web page shall contain a disclaimer statement similar to the following:

- "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy."

- Any web page to be published to the school web site will have the approval of the teacher and the administration whose signature is required on a printed version of the web page. The signed version must be FAXed or emailed to the webmaster.
- Material to be published must not display, access or link to sites deemed offensive by the OVCA Acceptable Use Policy. All published material must have educational value and/or support OVCA's guidelines, goals and policies.
- The web is a very dynamic resource. It is strongly recommended that links to preexisting sites be checked regularly to insure that their links are not going to inappropriate sites.
- Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) and the administration have signed a printed version of the work. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.
- At no time should a student's personal e-mail address or phone number appear on a web page. All e-mail should be directed to the school webmaster.

### **Parent Responsibilities**

Your child has access to laptop computers to improve and personalize his/her education this year. It is the student's responsibility to insure the device is charged and brought to school EACH day.

- Repair costs from abuse, neglect or accident will be my child's responsibility. Should my child abuse, neglect, or damage a school laptop, parent agrees to take responsibility for the repair or replacement of the computer (current price for replacement is about \$200).

### **Student Responsibilities**

Laptops are an important learning tool and are for educational purposes only. In order to use them, you must be willing to accept the following responsibilities:

- I will treat the laptop with care. I will not deface it, drop it, get it wet, leave it outdoors, or eat/drink near it.
- I will not load software from CDs or the Internet onto any laptop without the direction of a school employee.
- I will not remove programs or school files from any laptop without the direction of a school employee.
- I will follow the OVCA Acceptable Use policy for Student Use when using the Internet on the laptop.
- I will honor the school's values when using the Internet.
- I will not give personal information when using the Internet.
- I will not attempt to repair the laptop.
- GRADES 6<sup>th</sup>-12<sup>th</sup>: I will bring my laptop to school DAILY, CHARGED and ready to be used.
  - Lower grade students are NOT PERMITTED TO TAKE LAPTOPS HOME.
- I understand that any repair costs due to abuse, neglect or accident will be my responsibility. (The current price for replacement is about \$200).

**Signature Page –**

**For Parents and Students**

I understand that by signing this page, I agree to the terms of the Use Contract, Parent and Student Responsibilities, Internet Access and Web Page Publishing Guidelines (see exceptions below) as outlined above. I understand that my child’s access to the OVCA computer system is a privilege, not a right. Violating the letter or spirit of the above regulations may cause denial of access to the OVCA computer system, and/or may result in more serious disciplinary action(s).

As the parent or guardian of this student, I have read this contract and understand that access to electronic information resources is designed for educational purposes. I agree to allow my student’s work\* and/or photograph\*\* to be published on the school web page. I understand that it is impossible for OVCA to restrict access to all controversial materials and I will not hold OVCA responsible for controversial materials my child acquires on the school’s network. I accept full responsibility for supervision if and when my child’s use of electronic information resources is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent**

I have read and understand the terms of the above contract and agree to take monetary responsibility for my child’s laptop usage at OVCA. I understand that refusal to sign this form means my child will not have access to laptops at OVCA.

I  do  do not give permission for my child’s work to be published on the school web page.

Parent Name \_\_\_\_\_ Date \_\_\_\_\_  
*(Please Print)*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student**

I have read and understand the terms of the above contract and agree to take responsibility for any laptop usage at OVCA. I understand that refusal to sign this form means I will not have access to laptops at OVCA.

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