



# ***Faith International Academy***

## **COMPUTER USE AGREEMENT**

God has blessed Faith International Academy with excellent computer resources. The following guidelines and security policies have been created in order for us to be good stewards of these resources, to glorify God in our use of these resources, and to protect our investment. These computer systems belong to Faith International Academy, but they are also your investment. Please help us protect them.

Use of Faith International Academy (FIA) computers and the computer network is a privilege. To use computers at FIA, you are required to sign this agreement. Failure to abide by these guidelines will result in the loss of computer privileges. This could have serious implications for your grades or position at FIA.

### **GOALS**

1. To provide adequate access by students and staff to computers, software and the Internet.
2. To protect our students and staff from inappropriate and harmful material.
3. To protect the integrity of the computer systems.
4. To protect and respect the privacy of others.
5. To uphold copyright laws.
6. To encourage the use of computer resources for educational purposes and spiritual development.

We respect the privacy of users, their documents and email. However, in order to provide accountability, integrity, and responsibility regarding the use of computers on campus, the IT Administration and the Faith International Academy Administration reserve the right to monitor all use of school computers, network, and files stored on the FIA computer system.

It may be necessary for the IT Administration to institute verbal guidelines to specific persons or groups in addition to the following guidelines. These verbal guidelines become amendments to this policy. All stipulations regarding consequences in this document also apply to the verbal amendments.

### **GUIDELINES**

#### **Copyright and Legal Issues:**

1. Do not use FIA computers or network for illegal or commercial purposes.
2. Do not use FIA computers to pirate or make unauthorized copies of music, images, videos, software, or any other copyrighted material. Respect copyright laws.

#### **Prohibited Material:**

3. Do not use the FIA computer system to access inappropriate material, namely:
  - i. Profanity, pornography, sexually explicit pictures or words, any material showing extreme violence or other obscene behavior.
  - ii. Instructions for doing illegal activities, such as: making bombs or drugs, invading other people's privacy, defrauding telecommunications companies, or obtaining unauthorized access.

#### **System Security and Integrity:**

4. Do not remove, replace, or tamper with the Faith International Academy serial number on computer equipment.
5. Do not download programs from the Internet.
6. Do not install or alter any software, nor run unauthorized software (that someone else may have installed).
7. Do not tamper with, remove, exchange, or install any hardware components in any computer at FIA.
8. Do not attempt to gain unauthorized access to any part of the school computer network or other people's files, nor use FIA computers to illegally access other computers on the Internet.
9. Do not use any account other than your own.
10. Report any violation of these rules by any individual to an administrator or the computer director.
11. Do not connect personal computers (laptop) to Faith network without specific approval from IT Administration.
12. Personal computers (laptops, tablets or cellphones) are only allowed on the FIA network with approval of the IT administration.

**Privacy:**

13. Do not post personal information about yourself or other people on the Internet.
14. Do not send threatening, illegal, vulgar, obscene or harassing materials.
15. Do not post false or defamatory information about any person or organization.
16. Do not broadcast messages on the network.

**Educational Use:**

17. Do not play games on school computers unless authorized (each use) by your teacher or supervisor.
18. Student use of outside email must be authorized by a teacher or by the librarian for a specific purpose.
19. Limit use to school-related activity on Faith file servers. (This does not include storing photos of your Aunt Susie's 3<sup>rd</sup> wedding)

**Further guidelines and advice to make your computer use more productive:**

- A. Keep your password a secret. You are held responsible for any use of your account.
- B. Log off after each session. You are held responsible for use of your account at all times.
- C. Report any possible security problems that you discover to the IT Department.
- D. If you have a legitimate reason for doing something prohibited above, please come and ask us first. We will be happy to help you.
- E. Be a good steward of our resources, namely:
  - Limit time on the computers (if you have nothing else to do, make sure that no one else need the computer)
  - Limit storage space used for files (large media files may be deleted!)
  - Conserve printer ink and paper (don't waste these items; pay for all personal use)
  - Conserve Internet bandwidth (avoid movies, instant messaging, internet radio, chat, and other streaming media that will slow down the Internet for everyone)
- F. Do not keep your only copy of important documents on floppies. Make sure you have a copy on a hard drive at home or in your folder on the network.
- G. Confirm your information from the Internet with reputable sources, with teachers, and with parents.
- H. Avoid plagiarism: Do not take the ideas and words of others and present them as if they were your own. The penalty for this is at the discretion of the teacher (typically an F for that assignment).

**CONSEQUENCES OF NOT ABIDING BY THIS AGREEMENT**

Refusal to adhere to these standards will result in one or more of the following actions:

1. Verbal warning and a phone call to your parents (students)
2. Suspension of computer/network access for a period of time determined by the responsible administrator
3. Revocation of all computer/network access for the remainder of the semester/year
4. School suspension (students)
5. School expulsion (students)

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**\*Please sign on the SIGNATURE PAGE that you have read and understand these rules and agree to abide by them (for Kinder to Grade 5 students).**

**~~Students and Parents~~**

**\*Please sign on THIS PAGE that you have read and understand these rules and agree to abide by them. Please return this page together with the Enrollment Application form (for Grade 6 to 12 students).**

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Parent's signature with date

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Student's signature with date