



# ***Faith International Academy***

## **COMPUTER USE AGREEMENT**

God has blessed Faith International Academy (FIA) 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 FIA, but they are also your investment to use and care for properly.

Use of FIA computers and the computer network is a privilege. To use computers at FIA, middle and high school students are required to sign this agreement. Failure to abide by these guidelines will result in the loss of computer privileges.

### **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 Administrator and the FIA Administration reserve the right to monitor all use of school computers, network, and files.

It may be necessary for the IT Administrator or the FIA Administration to give specific people or groups additional verbal guidelines, which then 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 conducting illegal activities, such as making bombs or drugs, invading other people's privacy, committing fraud, or obtaining unauthorized access.

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

4. Do not remove, replace, or tamper with the FIA 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 computers to illegally access other computers.
9. Only use your own account.

10. Report any violation of these rules to a teacher or administrator.
11. Personal computers (laptops) may not be connected to the FIA network.

**Privacy:**

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

**Educational Use:**

16. Do not play games on school computers unless authorized (each time) by your teacher.
17. Limit use to school-related activity on FIA servers.

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

- A. You are held responsible for any use of your account, so keep your password a secret and remember to log off after each session.
- B. Report any possible security problems that you discover to a teacher or member of IT.
- C. If you have a legitimate reason for doing something prohibited, please ask first.
- D. Be a good steward of our resources, namely
  - Limit time on the computers (those who have school work have priority over recreational use).
  - Limit storage space used for files (large media files may be deleted).
  - Conserve printer ink and paper.
  - Conserve Internet bandwidth (no movies, instant messaging, internet radio, chat, and other streaming media that will slow down the Internet for everyone).
- E. Do not keep your only copy of important documents on the desktop or local C drive. Make sure you have a copy on a hard drive at home or in your folder on the network.
- F. Confirm your information from the Internet with reputable sources.
- G. Do not plagiarize: Do not take others' ideas and words and present them as if they were your own.
- H. Files in the student data drive will be deleted at the end of every school year.

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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