



# ***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 computers, the network, and the internet 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 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, stored files, your FIA email, and your Google drive.

### **GUIDELINES**

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

1. Do not use FIA computers or networks for illegal or commercial purposes.
2. Do not use FIA computers or networks 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
  - a. Profanity, pornography, sexually explicit pictures or words, any material showing extreme violence or other obscene behavior.
  - b. Instructions for conducting illegal activities such as making bombs, 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 devices (laptops/tablets) may be connected to the FIA student 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 computers unless authorized (each time) by your teacher.
17. Limit computer use to school-related activities on FIA campus..
18. All FIA students have been set up with an email address which is linked to Google Classroom.  
**This email address only sends/receives emails from the FIA domain.**
19. Middle and high school students are expected to read and respond to their FIA email regularly, and use Google Classroom to stay caught up on assignments.

### **Further Guidelines and Advice**

You are held responsible for any use of your account, so keep your password a secret and remember to log off of school computers after each session.

- A. Report any possible security problems that you discover to a teacher or member of IT.
- B. If you have a legitimate reason for doing something prohibited, please ask first.
- C. Be a good steward of our resources, namely
  - a. Limit storage space used for files (large media files may be deleted).
  - b. Conserve printer ink and paper. Teacher permission is required before printing in color.
  - c. Conserve internet bandwidth
    - i. Only use the following if directed by a teacher for a class project: movies, instant messaging, internet radio, chat, or other streaming media).
- D. 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.
- E. Confirm your information from the internet with reputable sources.
- F. Do not plagiarize: Do not take others' ideas and words and present them as your own.
- G. Files in the student data drives will be deleted at the end of every school year.

Please sign on the **SIGNATURE PAGE** that you have read and understand these rules and agree to abide by them.