

Faith Christian Academy

4301 North Shary Road Palmhurst, Texas 78573

Tel. (956) 581-7777 Fax (956) 581-7786 school@fcaknight.org

Computer Lab Acceptable Use Policy

By signing the contract, the user agrees to the following Acceptable Use Policy. This will ensure that network security and content integrity are maintained. Disobeying any policy item will result in a review of the account usage, a potential discontinuation of the account, or in more serious situations, prosecution under existing federal, state and/or local laws.

Acceptable Use Policy

Users are responsible for their computer and Internet account and for any use made of that account. Faith Christian Academy can at any time remove any user's account if the user disobeys the "appropriate use" rules stated as follows:

1. The lab is designed as a tool for FCA students. Students in the lab are to be involved in academic, class-related work. It is not a place for socializing or playing, nor is it the Study Hall.
2. Students are to use the lab only if there is a faculty member present, unless the individual students have administrative approval to use the resources without immediate supervision. All activity is indirectly supervised through the network by the network administrator(s).
3. Users are responsible for the content in messages sent from their account, whether sent as mail, in chat groups or as electronic postings, and must therefore meet standards as if they were real documents.
 - a. Students using the lab are not to access personal email accounts, chat rooms, online bulletin boards, personal blogs, or any other such sites (myspace, xanga, facebook, etc). **
 - b. Posting or accessing messages that are abusive, obscene, sexually oriented, threatening, harassing, or illegal is restricted by law.
 - c. ** Students may access email for teacher-authorized academic activities, for the sole purpose of the assigned activity.
4. Users shall not use their account to create, view or distribute any images, sounds, messages or other material, which are offensive or inappropriate, which includes content that is obscene, harassing, prejudicial, racist, sexual or violent, nor use the account for any activity that may be considered unethical, immoral or illegal.
5. Users shall not use profanity, obscenity, abusive, threatening or disrespectful language, which may offend other users.
6. Users shall not attempt to "hack" into or seek information about, browse, obtain copies of or modify files, passwords, or accounts belonging to other people, no matter where they are located.
7. Users are not to check personal e-mail accounts on FCA computers. Any e-mail messages received shall not be opened if they include attachments.
8. No food, drink, or candy of any kind is allowed in the computer lab at any time.
9. Users may not install software or programs on the computer, without the consent of the school administrator.
10. Users shall not attempt to circumvent, disable or alter any security measures or the **default settings**; or disrupt any equipment or system performance.

11. The school attempts to block inappropriate material, but it is not possible to completely prevent access. Should inappropriate material come on the screen, turn off the monitor and alert a teacher.
12. Users shall obey all copyrights, licenses and laws regarding the use of any data, information or programs whether found on the local or remote network. The user is responsible for assessing whether or not a program(s)/data has copyright on it.
- 13. Users logging on to any account other than their own are subject to suspension or expulsion.**
14. Users are responsible for creating their own back-up copy of any important or critical information that they may have stored on their system.
15. All lab users must sign in and sign out unless they are there for a scheduled class.
16. Users are to fill in the log to record their visit to the lab.
17. Gaining access to unauthorized network resources is unacceptable.
18. Please do not waste school resources for personal, non-academic use.
19. There may be a fee applied for lab materials (paper, toner, etc...)
20. Inappropriate activity may result in (1) the suspension or revocation of access to the system; (2) removal from the associated class without credit; (3) financial responsibility for damages intentionally inflicted on the technology; (4) disciplinary or legal action, in accordance with school policy and applicable laws.
21. Amendments to this policy may be made as deemed necessary.

Student's Signature

Date

Student's Name – *Please Print*

We give permission for our child to use the Computer Lab at the Faith Christian Academy.

Student's Name

Date of Birth

Parent's (Guardian's) Signature

Date