

Plumstead Christian School Acceptable Use Policy Rules and Procedures (2011-2012)

Please read entirely and SIGN THE FORM on page 8 for grades 6-12 or page 9 for grades K-5.
The form must be submitted on or before the first week of school or your child will not be permitted to use any computer.

Plumstead Christian School (PCS) is providing employee and student access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing electronic access to a wide range of information, as well as the ability to communicate with people throughout the world. It also provides resources to our employees for conducting day to day school business. This document contains the rules and procedures for acceptable use of the Plumstead Christian School electronic network.

- The Plumstead Christian School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, school related business, and limited high-quality self-discovery activities.
- The Plumstead Christian School electronic network has not been established as a public access service or a public forum. Plumstead Christian School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students regardless of age. **Access is a privilege — not a right.**
- It is presumed that students will honor the agreement they and their parent/guardian have signed. The school is not responsible for the actions of students who violate the agreement beyond the clarification of standards outlined in this policy.
- PCS reserves the right to monitor all activity on this electronic network. System users will indemnify the school and its staff (employees and volunteers) for any damage that is caused by the user's inappropriate use of the network.
- All network users are expected to follow the same rules, good manners, and common sense guidelines that are used with other daily school activities as well as the law in the use of the Plumstead Christian School electronic network.

General Unacceptable Behavior

While utilizing any portion of the Plumstead Christian School electronic network, unacceptable behaviors include, but are not limited to, the following:

- Users will not post information that, if acted upon, could cause damage or danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Users will not use speech that is inappropriate in an educational setting or violates school rules.
- Users will not abuse network resources such as sending chain letters or "spamming."
- Users will not display, access, or send offensive messages or pictures.
- Users will not use the Plumstead Christian School electronic network for commercial purposes. Users will not offer, provide, or purchase products or services through this network except when such purchases are directly related to school business.

- Users will not use the Plumstead Christian School electronic network for political lobbying. Users may use the system to communicate with elected representatives and to express their opinions on political issues.
- Unauthorized users will not attempt to access non-instructional systems, such as student information systems or business systems.
- Users will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: the use of a laptop on the network or accessing the internet from **any device** not owned by Plumstead Christian School. *An exception is made for High School students and is described in “Laptop and Pad Computing Device Use for High School Students” on page 6 of this document.*
- Users will not use PCS equipment, network, or credentials to threaten employees or cause a disruption to the educational program.
- Users will not use PCS equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Student’s will not use PCS equipment, network or credentials to play games or access non-school related material **except by permission of the supervising teacher or staff member in accordance with classroom policies.**

E-Mail

- E-mail for all students is allowed through the provided school email addresses. School provided student e-mail accounts are restricted to educational projects and activities. **PCS accounts can neither send nor receive email outside the PlumsteadChristian.org domain.**
- Students will not establish or access personal Web-based services of any kind through the PCS network **except by permission of the supervising teacher or staff member.**
- Users will not repost a message that was sent to them privately without the permission of the person who sent the message.
- Users will not post private information about another person.
- Students wishing to submit class work via email should send an attached file directly to the instructor’s PCS email address or share it as a Google App document.
- Users may not access or attempt to access another person’s e-mail account.

World Wide Web

- Elementary School Level - Access to information for students on the Web will generally be limited to prescreened sites that are closely supervised by the teacher (grades K - 2) and filtered internet content under adult supervision (grades 3 – 5).
- Middle and High School Level - Access to information for students on the Web will generally be provided through prescreened sites and filtered internet content under adult supervision.
- Students will not access the internet from any PCS system without a supervising staff member present in the room.

Telnet and FTP

- It is not permissible for students, or unauthorized employees, to access Telnet and/or FTP services. This includes file sharing sites. Inappropriate or illegal downloading of copyrighted and/or content protected by digital rights management (DRM) technologies is prohibited.

Message Board/Usenet Groups

- PCS may provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The school reserves the right to immediately terminate the account of a user who misuses the message boards or Usenet groups.

Real-time, Interactive Communication Areas

- Students may use chat or instant messaging (including texting) only under the direct supervision of a teacher in a moderated environment that has been established to support educational activities and has been approved by Plumstead Christian School. These chat and/or instant message sessions may be monitored or recorded by Plumstead Christian School and should not be considered private. Other uses of chat or instant messaging (texting) are prohibited.

Web Sites

- Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number). *See **Personal Safety** below.
- High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- Material placed on Web pages are expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the web site creator may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the home page of the classroom or school as appropriate.
- All teacher Web pages should have a link back to the school Website
<http://www.plumsteadchristian.org>

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes home address, telephone (cellular or landline), school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutions for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable. This includes, but is not limited to, any solicitation or offer to meet or arrangement to meet any student(s) at any time for any purpose.
- Students should recognize the dangers inherent in publishing personal information on social networking sites such as "Face Book" and "My Space" and accordingly limit the information made available.

System Security

- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should users provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will not attempt to gain unauthorized access to any portion of the Plumstead Christian School electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing."
- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

- Software is available to users as an educational resource. No user may install, upload, or download software without permission from the PCS technology department.
- A user's account may be limited or terminated if he/she intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Plumstead Christian School electronic network may lead to discovery that a user has violated this policy or the law. Users should not expect that files stored on school servers in common or student storage locations are private.

Technology Hardware

- Hardware and peripherals are provided as tools for educational purposes. Users are not permitted to relocate hardware (except for portable devices), install peripherals, or modify settings to equipment without the consent of the Plumstead Christian School technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced. Legal action may be taken when warranted.

Plagiarism and Copyright Infringement

- Users will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the users' own.
- PCS policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Laptop and Pad Computing Device Use for High School Students

- High School students are permitted to use personal laptops or pads brought from home to access the Internet over a PCS provided wireless connection. Laptops must meet the following minimum requirements:
 - Up to date, licensed, anti-virus software must be installed and enabled. Approved anti-virus software includes "Norton," "McAfee," "AVG," "Bitdefender," "Kaperski," "Webroot," or "Trend Micro".
 - The PC must be free of malicious software and spyware.
 - A wireless network card is required for Internet access. Laptops are not permitted to connect to PCS equipment with a wire.
 - The operating system must be up to date with all security patches applied. PC's must have Windows XP, VISTA or Windows7.
- PCS reserves the right to terminate wireless access without notice and at no time guarantees the availability or quality of the service provided.
- Students will be provided with access information, but Plumstead Christian School provides no additional support for equipment not owned by the school.
- Students are not permitted to create or use peer to peer or ad-hoc networks of any kind. (This includes any type of connection sharing technology.)
- Students are not permitted to use laptops or pads without supervision by PCS teachers or staff.
- Laptop or pad screens must not be hidden from the view of supervising personnel.
- All rules that apply to the use of Plumstead Christian School equipment, networks, or credentials, as outlined in this document, also apply to the use of personal equipment when used at Plumstead Christian School.
- **Use of any electronic device in the classroom is permitted only at the discretion of the individual instructor or supervising staff.**

Student Rights

- Students' right to free speech applies to communication on the Internet. The Plumstead Christian School electronic network is considered a limited forum, similar to a school newspaper, and therefore PCS may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- Plumstead Christian School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the PCS network.
- In the event there is an allegation that a user has violated the PCS acceptable use regulation and policy, the user will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or user will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- Plumstead Christian School makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- Plumstead Christian School is not responsible for the accuracy or quality of the information obtained through or stored on the network. PCS will not be responsible for financial obligations arising through the unauthorized use of the network.

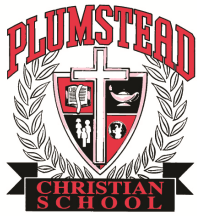
Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of computer/network/pad/smart device privileges
- Revocation of computer/network/pad/smart device privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators on an individual case basis.

The administration shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.



**Plumstead Christian School
Student Acceptable Use Policy
Consent Form and Agreement for Grades 6-12**

Student Use of Computers and Internet Access Agreement and Permission Form
<http://www.plumsteadchristian.org/pdfs/pcsaup.pdf>

Student Section

Student Name: _____
(PLEASE PRINT NEATLY)

Grade: _____

I have read the Plumstead Christian School Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access may be terminated and I may face other disciplinary measures.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read and agree to comply with the Plumstead Christian School Acceptable Use Policy Rules and Procedures document.

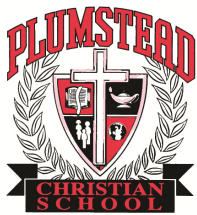
I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the school electronic network, which includes Internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes.

Parent/Guardian Name: _____
(PLEASE PRINT NEATLY)

Parent/Guardian Signature: _____

Date: _____



Acceptable Use Policy Summary*

Elementary Grades 3 - 5

Student Use of PCS Computers and Access to the Internet

PCS provides computers and Internet access to take advantage of valuable resources that can enhance the educational mission of the school. Access to computers and the Internet is a PRIVILEGE, not a right and that access requires responsibility. These resources must be used in a manner that will be pleasing to God and which will not waste school supplies. Therefore, all students who use PCS computers or access the Internet while at school must follow the rules listed below:

- ❖ Students are responsible for good behavior while using computers and the Internet, just as they are in the classroom. General school rules apply.
- ❖ Students will not intentionally damage hardware, software, or resources.
- ❖ Students will use PCS computers and the Internet for educational purposes only.
- ❖ Students will not use another person's log-on or password, even with permission from that person.
- ❖ Students will not try to access another person's work or files.
- ❖ Students will not display or send inappropriate or unkind messages or pictures.
- ❖ Students will not use any language that would not be pleasing to God.
- ❖ Students will not violate copyright laws.
- ❖ Students will not attempt to access chat rooms, personal email, Instant Messenger, or commercial sites such as eBay except under the direct supervision of their teacher.
- ❖ Students will not attempt to download any programs or files such as MP3's or other music.
- ❖ Students will NEVER post personal information, such as names, home address, phone number, etc. on the Internet.
- ❖ Students will not use school computers, printers, paper, etc. for non-school related projects or work.

No student in grades 3 - 5 will be permitted to access the Internet through the PCS network or use PCS computers until this form is completed and returned to school. After **September 14**, any student in grades 3 - 5 who does not have this completed form on file will not be permitted to use PCS computers.

* This document represents a simplified/summarized version of the Plumstead Christian School Acceptable Use Policy and is intended only to make it easier to communicate important points to young users (grades 3-5). By signing below, students and parents agree to follow the full version of the Plumstead Christian School Acceptable Use Policy. Copies of the full version are available upon request, and may be downloaded from our website at: <http://www.plumsteadchristian.org/pdfs/pcsaup.pdf>

I have read and understand these rules for using computers and the Internet at school. I know that if I break these rules I may lose the privilege of using the computers at school.

Student Signature _____

Grade _____

Student Signature _____

Grade _____

Student Signature _____

Grade _____

I understand that my child/children will use computers and the Internet for the purpose of enhancing his/her educational experience at PCS. (Please note that we use CyberSitter to filter all Internet access.) I agree that my child/children must adhere to the Plumstead Christian School Acceptable Use Policy, or risk the loss of computer and/or Internet privileges.

Parent Signature _____

Date _____

- I do not want my child/children to access the Internet through the PCS network.