

Parents: Please read over this two-page “use of computer” policy with your child. Both the child and parent must sign page two and return it to the school office. Your child may not use computers at CCCA until this agreement is signed and returned.

Central College Christian Academy
CCCA Policy
Network/Internet Access Agreement—adopted 8-05

Grades K-5

The CCCA School board and your teachers expect you to use the Internet and network appropriately. By signing this policy, you agree to follow the rules of appropriate behavior while using the computer at school. Your teacher will give you instructions about what you should be doing on the computer. Follow the teacher’s instructions. Do not explore areas on the Internet, network, or software that you have not been specifically assigned to do. If you do not follow the rules, you may lose your privilege of using the network and Internet and you may receive disciplinary action for breaking the school rules.

These are the things you should do:

- Protect the computer against viruses. Use only disks from school and/or approved by the CCCA staff.
- Use the classroom’s e-mail only with the teacher’s permission.
- Use the network only for projects that are related to school and with the assignments the teachers give you.
- Use only your own password unless the teacher directs you to use the teacher’s password.
- Use only your own name when you sign on or when you name files.
- Keep your projects to a reasonable size so as not to use up large amounts of the hard drive storage space.
- Be kind to others when sending e-mail or writing messages or stories. Be sure your words and topics are polite and appropriate language for our Christian school.

These are things you should not do:

- Do not touch other users’ files. Do not look at or change another user’s file, e-mail, or work on their computer without their permission.
- Do not intentionally do anything to disrupt the operation of the network.
- Do not download, install, copy, or use licensed or copyrighted software that is not owned and properly loaded by the school.
- Do not forward or quote someone else’s e-mail message without their permission.
- Do not use the network to make money, to promote your political views or for anything illegal.
- Do not use the network in any way that breaks any of our school rules.
- Do not transfer files, shareware, or software from information services and electronic bulletin boards without permission.

CCCA personnel are allowed to remove anything you do from the computer that is inappropriate. You may not use the school computer to search for, view or download any material that may be inappropriate, illegal, or obscene.

The network and Internet access are for educational use only. CCCA staff may look at, copy, or monitor anything you do on the computer, including e-mail. They do not have to tell you ahead of time that they are doing this. **The use of the** computer should not be considered your private files.

CCCA does not guarantee that the network will always work. Warning: You may lose files, or work on the computer, due to sudden system errors or other problems.

The use of the Internet and network will be a fun and useful educational tool when used properly. Follow the directions given by your teachers to make the best possible use of our computer system at CCCA.

Parents: You may keep this cover page (pg. 1). Please return only page 2 to the school office. Thank you.

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Grades K-5

Student's name _____ Teacher _____

Student's Policy (required by every student regardless of age):

Parents please read and discuss this with your child in as much detail as you consider necessary for your child's age and maturity level.

I have read, understand, and agree to abide by the terms of the Network/Internet Use Policy. I agree to further abide by such rules and regulations, which may be added from time to time by the school. Should I commit any violation or in any way misuse my access to the school's computer network and the Internet, I understand and agree that my access privilege may be revoked. If I violate school rules while using the computer, I may be punished, and my parents may be contacted, depending upon the seriousness of the violation.

Signature of Student

Date

Address

Phone Number

As the student's parent or legal guardian, I have read, understand, and agree that my child shall comply with terms of the school's Policy for students' access to CCCA's computer Network and the Internet. I understand that my child's failure to comply with the terms of this agreement may result in denial of access privilege, and my child may be disciplined depending upon the seriousness of the violation. I further understand that I may be contacted if my child has to be disciplined regarding breaking school rules while using the computer. I understand that this access is being provided to the students for educational purposes only.

Signature of Parent

Date

Address

Phone Number

Comments from student:

Comments from parent: