

## **Ankeny Christian Academy Computer /Internet Acceptable Use Guidelines and Contract**

With the educational opportunity of both the computer and the internet comes responsibility. Part of our responsibility in preparing students for the future is to teach them to properly use the tools they will utilize as adults. It is important that you and your child read and discuss the following contract regarding the use of the computer and the Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of on-line privileges and/or basic computer time as well as appropriate consequences for such violations.

Your child's use of technology will be supervised while at school. Please be aware that there is unacceptable and controversial material on the Internet that your child could access despite all of our precautions. We encourage you to use this opportunity to discuss with your child your expectations and your family's values to guide your child's activities while he or she is using Internet resources. You may contact your child's teacher if you have any questions or concerns about computer use or Internet access by your child.

If you want your child to have the opportunity to access particular resources on the Internet for educational purposes, please sign and return the attached Computer/Internet Contract. Also have your student sign the form in the space indicated.

### **RULES FOR USE OF COMPUTER/INTERNET**

The use of the computer and/or Internet resources is a **privilege, not a right**, and inappropriate use will result in cancellation of those privileges as well as appropriate consequence for such violations. Signed Computer Internet Contracts must be on file for the student to have computer and/or Internet access.

Unacceptable uses of the computer and/or Internet include, but are not limited to the following:

- Students are not allowed in the computer lab unless attended by an adult.
- No game playing, email, or internet access without teacher permission. When allowed, these must have educational purpose.
- Please treat all equipment with respect. Do not change the settings, cables, or install software on any computer.
- Respect the privacy of other computer users. Never attempt to open anyone else's files or use another person's name and password. Never share your password.
- Print only with permission.
- Students may access the internet only with teacher permission and supervision.
- If you accidentally access an "inappropriate" web site, immediately get out and notify your teacher or supervisor.

- Using the network to access a file that contains, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
- Using the computer to send/receive inflammatory messages.
- Never give out personal information such as your name, address, telephone number, school address, or send a picture of yourself or others.
- Follow copyright laws when using online resources. Be sure to credit the source of information in your research. This includes facts, graphics, sounds, movies, etc.

**STUDENT/PARENT CONTRACT**

**REGARDING THE USE OF THE COMPUTER AND/OR THE INTERNET AT ANKENY CHRISTIAN ACADEMY**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

As the parent or guardian of this student, I have read the terms and conditions for computer and/or Internet access privileges. I understand this access is for educational purposes and that Ankeny Christian Academy has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet. I also recognize that it is impossible for the school and its faculty to restrict access to all controversial materials. I will not hold Ankeny Christian Academy or its employees responsible for materials acquired by my son/daughter on the network in violation of the Internet/Computer Acceptable Use Contract. Furthermore, I accept full responsibility for supervision if and when my child's use of the Internet is not at Ankeny Christian Academy.

I give my permission to my son or daughter to access the internet under the above guidelines at Ankeny Christian Academy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I agree to follow and obey the Ankeny Christian Academy Computer/Internet Use Guidelines.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_