



IMMANUEL CHRISTIAN SCHOOL **Technology and Internet Acceptable Use Policy**

Immanuel Christian School (ICS) provides students with a wide range of information technology for educational purposes. The use of these technologies is a privilege, not a right, and students or other users are responsible for using them legally, appropriately, responsibly, and kindly. The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided by the school.

Rules

The following rules apply to all users at all times. Rules, unless they specifically mention ICS technology resources, apply to any and all technology, including your behavior involving technology when off campus. The user is held responsible for his/her actions whether using ICS equipment or personal equipment.

Respect and Protect the Privacy of Others

- Keep your passwords private. Maintain and safeguard password protected access to both personal and confidential ICS files and folders and all electronic resources provided by the school.
- Always obtain permission before posting or transmitting pictures or recordings of others.
- Leave other people's files alone. Removing, examining, copying, altering, or forging the files of another is no different from stealing, reading a person's letter, or destroying someone's personal property.
- Use your real identity when using any ICS system. Never use another person's account or password.

Respect and Protect the Integrity and Security of all Electronic Resources

- Look after all ICS equipment. Make sure it is not damaged, stolen, or misused.
- Return all borrowed equipment promptly and in good condition.
- Support computer and network security by not interfering with the operation of any computer or network or by bypassing restrictions regarding technology use.
- Be responsible for the safety and security of your own equipment and devices. ICS is not responsible for lost, damaged, or stolen personal property you bring to school. Keep laptops and other electronic devices with you or locked in your locker. DO NOT leave them in an unattended bag or backpack.

Respect and Protect the Intellectual Property of Others

- Obtain permission before uploading or downloading software, games, videos, or music.
- Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, assume that all digital material is copyrighted.



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- Obtain permission from the author before reposting messages or emails to web or social media sites.
- If you present yourself as a representative of a school club, school publication, or other ICS organization, you must obtain the permission of the Head of School before posting anything to a site outside of ICS.
- Seek permission from the Head of School before using the school's name, logo, mascot or photographs.
- ICS will not assume responsibility for the reliability of the content of an internet source. Students must evaluate and cite resources appropriately.

Respect and Protect the Practices of the Community

- Follow the ICS school rules, Parent Agreement, Student Pledge, Honor Code at all times.
- Appropriate language, manners, and ethics are required. Ask yourself, "Will my actions reflect well on me?" and "Will my actions reflect well on the ICS community?"
- Communicate only in ways that are kind and respectful. Inappropriate, unkind, threatening, or offensive online behavior is not acceptable and may lead to disciplinary action, including but not limited to, loss of privileges.
- The posting or transmitting of any inappropriate or offensive words, images, or videos is prohibited.
- The posting or transmitting of false, harmful, or defamatory information is prohibited.

Additional Restrictions

- Games, music, and videos for entertainment purposes are not allowed without express permission. Violent, explicit, or offensive content is prohibited. If you are uncertain about the suitability of content, please ask a faculty member.
- Engaging in personal or commercial activities while using ICS' technology is not permitted.

Immanuel Christian School's Rights and Responsibilities

- ICS makes no guarantee of any kind to provide information technology. The school is not responsible for damages suffered by users, including the loss of data, delays, or other problems resulting from the use of its technology. Use of any information obtained via such technology is at the user's own risk; its accuracy cannot be guaranteed.
- ICS reserves the right to access school email and student or teacher accounts for any reason at any time.
- ICS may delete anything at any time from a school forum or website and may restrict students' use of school technology.



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- Any information stored on any ICS computer's hard drive, or information storage device that were purchased by ICS, are considered property of ICS.

Consequences for Violations

Any inappropriate use of technology or behavior that does not follow the Internet and Technology Acceptable Use Policy may result in disciplinary action. Students may lose their access to the school's information resources as well as be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software need to be repaired, restored, or replaced.

Reminders for Safer Internet Use

- Remember there is no privacy online. Do not send anything you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable – at ICS and in the outside world – even after you think they have been deleted. Do not post anything you would not want future college administrators or employers to see.
- ICS cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to a teacher, administrator, or the Head of School.
- When using sites that may be viewed by people outside the ICS community, do not communicate your full name, age, phone number, or other personal information and do not provide such information about other people. A non-ICS email address is recommended for all non-school use.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online.

To report tech abuse, contact a school administrator.



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Sign and return this page indicating that you have read and understand the Technology and Internet Acceptable Use policy for Immanuel Christian School. This policy is also made available in the ICS Parent/Student Handbook.

Student Signature Date

Printed Student Name and Grade

Parent/Guardian Signature Date

Printed Parent/Guardian Name