



Calvary Christian School

Computer and Student E-Mail Parental Authorization and Appropriate Use Policy 2011-2012

With the consent of your parent/guardian, you will be provided laptop computer and a student E-mail account for instructional use. This is a privilege extended to you to aid your learning. As such, it will be withdrawn or modified by your teacher or the director of technology if it is misused. By signing this document to use a school-provided computer and E-mail, you are responsible for your actions with these tools and are accountable for them. The E-mail account is provided as a support to the instructional process and consequently any and all messages are open for review by the assigning instructor and/or appropriate CCS staff members.

Follow these guidelines and apply common sense to evaluate your actions in using technology.

1. E-mail, text, instant messages will not contain profanity, sexually explicit materials, racist, sexist, religious or generation derogatory, hurtful comments or images.
2. Respect for the school and the general community is expected.
3. For your safety, students should never put personal information in their E-mail, text, or instant messages. (name, address, age, phone number)
4. User identity will be accurately reflected in all E-mail, text, messaging.
5. No virus, program, or addition will be introduced into the system that alters its operation, destroys or damages data or renames or relocates files.
6. Passwords, identifiers, or access codes are not to be shared by student users.
7. No student is authorized to use any other person's PID, password or E-mail account.
8. Overall message volume or routing should not absorb a disproportionate amount of E-mail system resources.

As administrator, the Director of Technology, Mr. Ardon, will:

1. Enable and disable student accounts as needed for instructional purposes.
2. Access and read student E-mail, text, and messages for the purposes of monitoring appropriate use.
3. Supervise student use of the E-mail and messaging and report incidents of misuse to the appropriate administrator for disciplinary action.

Print Student Name

Student Signature

Date

As parent/guardian, I consent to my child being assigned an E-mail account and agree with the terms of this responsible use policy.

Print Parent Name

Parent Signature

Date