

Greenbrier Christian Academy Computer Network

Student Acceptable Use Policy

Overview

The Greenbrier Christian Academy (GCA) Computer Network is primarily maintained to support the School's administrative, business and educational support functions in carrying out the GCA Mission. *Student use of GCA computer equipment is intended solely for educational purposes.*

All students must:

- act honestly and responsibly
- respect the rights of other computer users
- respect all pertinent license and contractual agreements related to GCA information systems
- adhere to this Policy
- use the Network and Internet appropriately and legally

Internet

Internet access is provided for educational purposes. GCA's Internet access is highly filtered; however there are times when inappropriate material may slip through. The student must maintain a high degree of discretion when accessing the Internet. Internet access is monitored via the filtering system and may be blocked at any time. Streaming audio or video is not permitted.

E-mail

Students should access e-mail only as it relates to a class assignment.

GCA Laptops

Any student who wishes to bring a personal laptop to school must:

- read and agree to the separate Personal Laptop Policy
- register the laptop with the IT department using the Personal Laptop Registration Form

Personal Laptops and other Devices (WiFi only – NO 3G/4G Devices)

All personal laptops and WiFi devices must be presented to the IT department who will record identification information. WiFi access will be granted as needed for educational purposes only.

Printing

If a student prints a document while using a GCA computer, there will be a charge of ten cents per page. All printing is to be done through the Publications Center and should be for educational purposes only.

Network Login

The common student user ID is *student*, the password is *teacher*. Other ID's and passwords may be assigned to specific students for various reasons. If faculty or staff member gives a student permission to use their computer, the faculty or staff member must be logged off and the student logged in as *student*.

Prohibited Uses

Misuse of School information systems is prohibited. Misuse includes, but is not limited to, the following:

- a. Any action that violates the guidelines established in the GCA Student Handbook.
- b. Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
- c. Unauthorized access of computers, software, information or networks to which the School belongs.

For example:

- Circumventing logon or other security measures.
- d. Taking actions which interfere with the access of others to information systems.

e. Using information systems for any illegal or unauthorized purpose.

For Example:

- Sending any fraudulent electronic communication.
- Violating any software license or copyright.
- Using electronic communications to harass or threaten others.
- Downloading or posting illegal, proprietary or damaging material to a GCA computer.
- Transporting illegal, proprietary or damaging material across the GCA network.

f. Personal use of information systems or electronic communications for non-educational purposes.

g. Reading other users' information or files without permission.

h. Academic dishonesty.

- Forging, fraudulently altering, falsifying, or otherwise misusing information.
- Using electronic communications to steal another individual's works, or otherwise misrepresent one's own work.
- Using electronic communications to fabricate research data.

Damage

The cost of repairs for any damage to GCA technology equipment caused by negligence or intentional misuse by the student will be charged to the student's account.

Privacy

Network and Internet access is provided as a tool to facilitate the carrying out of GCA's Mission. GCA reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and the Internet, including all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this usage. All such information, content, and files are the property of GCA. You should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring students are using the system consistently with this Policy.

Noncompliance

Your use of the Greenbrier Christian Academy Computer Network is a privilege, not a right. Noncompliance with this Policy may result in disciplinary action.

Student:

I have read and understand the Greenbrier Christian Academy Computer Network Acceptable Use Policy and will comply with it.

Signature

Date

Printed Name

Parent:

I approve of my student's use of GCA computer and network facilities within the bounds of this Acceptable Use Policy.

Signature

Date