

PROGRAM COM MANUAL	
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## Internet Acceptable Use Policy & Guidelines

At TCS our mission is to “deliver a dynamic, vibrant learning environment offering leading edge programs that inspire children to be alive in Christ.” The Internet, while supporting the school’s curriculum, will help our students achieve the goals of Christian education as outlined in the TCS Handbook.

The Internet is the library of the new millennium. As with libraries as we currently know them, the Internet provides access to massive amounts of information. Much of this information is very good, but some of it is also harmful and detrimental to the health of our children.

At TCS we feel that, along with the home, it is our responsibility to teach the students discernment. They live in this world and every day they are bombarded with its value system through TV, newspapers, magazines and listening to the talk on the streets in their communities. Our children need to know the difference between God’s ways and the world’s ways and choose to serve God. At TCS, we believe that computer technology has God given uses and application and we need to educate students in the proper uses of this technology and in respectful use of the Internet for educational purposes and computer resources. To allow students to access the incredible wealth of information about God’s world using the internet, a net minder will be in place to protect our students from access to unsuitable sites. Along with this, students will also be taught that the World Wide Web contains unacceptable sites that they are not permitted to access. While our children are exposed to such technology, we must remain true in our commitment to ensure our Christian perspective permeates all areas of study.

Computer based learning is carried out by TCS staff, parent volunteers and/or the computer teacher, who will be present while the students are working on the computers. It is expected that this Internet Acceptable Use Policy (AUC) will be read and discussed with your children. The *Student Internet Agreement* is to be signed and returned to the school.

The mission at TCS is *to equip children to love, honour and serve the Lord through a sound Christ-centered education*. This education includes access to the Internet for educational purposes. While our children are exposed to such technology, we must remain in our commitment to ensure our Christian perspective permeates all areas of study. It is with this objective in mind that the guidelines for the Student Internet Policy be established.

### Guidelines:

1. Student Safety:
  - a. Students shall not reveal personal contact information about themselves (full name, address, phone number) when using the Internet.
  - b. Students shall agree to not meet with anyone they have met online.
  
2. Student Access to the Internet:
  - a. Students shall not access material using the Internet system that has been deemed inappropriate for school use. Inappropriate material is defined as:
    - *Dangerous Information* – information that if acted upon could damage or presents a danger of disruption.
    - *Criminal language* – information that advocated or condones the commission of unlawful acts including instructions on breaking into computer systems, child pornography, drug dealing, gang activities, etc.

- *Inappropriate language* – obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
  - *Inappropriate information* that is inappropriate in an educational setting or violates school rules.
- b. Should students accidentally encounter inappropriate material or receive inappropriate e-mail or information that makes them feel uncomfortable, they shall immediately report it to their teacher.
  - c. Students shall not post inappropriate or illegal material to the Internet.
  - d. Students shall not use inappropriate language in e-mail messages.
  - e. Students shall not send “spam”. Spam is sending an annoying or unnecessary message to a large number of people, such as chain letters.
  - f. Students shall not download or install any commercial software, shareware, or freeware onto network drives or disks.
  - g. Students shall not deliberately attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
  - h. Students shall not read, copy, modify or erase other people’s files.
  - i. Students shall not violate privacy of others by sharing photos or text without permission.
3. Limitations on Non-Educational Activities:  
Students shall not use the Internet system for the following non-educational activities:
- a. Students shall not use the Internet system for commercial purposes, defined as offering or providing products or services.
  - b. Students shall not use the Internet system for purchasing products or services.
  - c. Students shall not use the Internet system for political lobbying except to analyze legislative measures and communicate their opinion to elected officials via the Internet.
  - d. Students shall not use the Internet system to download and/or play games.
4. Student Privacy:  
Students acknowledge that the routine maintenance and monitoring of the system may lead to discovery that they have violated the law or a school rules. Timothy Christian School reserves the right to search e-mail messages or Internet cache files.
5. Plagiarism and Copyright:
- a. Students shall not reproduce copyrighted material without explicit permission.
  - b. Students shall not plagiarize. Students shall stay within the bounds of the “fair use doctrine” of copyright law and must cite the source of information taken from the Internet.
6. Technical Services Provided Through the Internet:  
Students have access to the following technical services:
- a. E-mail. Email will allow access to communicate with people throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects. Students in grade 8 will obtain a Gmail account and will use it to complete academic projects.
  - b. Each student in grade 8 will receive a SkyDrive account. It will be a joint account with parents. In order to activate this account, parents and students need to sign the agreement form and return it to the school.

- c. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students.

7. Discipline:

- a. Students will receive notification about an alleged violation and will be allowed to tell his or her side of the story.
- b. TCS may suspend access to the Internet system upon any violation of the AUP.
- c. Violation of the Moral Code of Conduct when using the Internet system will be handled in accord with the Discipline Policy of the school.
- d. Suspicion of illegal activity when using the Internet system or violation of the law will result in the appropriate legal authorities being contacted to handle the situation.

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**Parent or Guardian Section**

I have read the Student Internet Acceptable Use Policy.

I hereby release TCS, its personnel, and any institutions with which is it affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child/ren regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Student Internet Acceptable Use Policy.

I will emphasize to my child the importance of following the rules for personal safety.

I give permission to allow my child/ren to use the Internet according to the Student Internet Acceptable Use Policy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Student Section**

I agree to follow the rules obtained in the Student Internet Acceptable Use Policy (IAP). I understand that if I violate the rules my account may be terminated and I may face disciplinary action in accordance with the IAP.

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

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

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

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