

# COALDALE CHRISTIAN SCHOOL

*"Your word is a lamp unto my feet and a light for my path" Psalm 119:105*  
2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436  
[office@coaldalecs.com](mailto:office@coaldalecs.com)  
[www.coaldalechristianschool.com](http://www.coaldalechristianschool.com)



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## Coaldale Christian School Information Technology Acceptable Use Policy

*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*

Colossians 3:17

### **Policy Statement:**

Coaldale Christian School is pleased to offer students access to a computer network and the Internet.

The Acceptable Usage Policy (AUP) defines the procedures and rules to be followed when using computer facilities at our school. The policy identifies the responsibilities of students, and parents in ensuring that the privilege of access to computer resources is used appropriately. Of course if the privileges are abused there are consequences as outlined.

The cost of computer misuse can be quite high and the school wishes students to be aware of the implications of their actions. We hope to instill a high standard of ethics and a responsible Christian approach in the use of the resources we are privileged to have available.

Students are held responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the sports fields. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the school's standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Upon entry into the school community all students will provide the school administration/IT coordinator with a signed copy of the AUP agreement, thereby indicating their commitment to the standards it expresses.

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## **COMPUTER & INTERNET USE:**

### **Computer Rules:**

1. Students will not be allowed to access the computer lab equipment until they have completed, signed and returned to school the *Parents and Student Declaration*.
2. Students must be supervised at all times when using computer equipment.
3. No food (*including candy*) or drink is permitted in the computer lab.
4. The use of computers for illegal purposes (such as downloading pirated material) is prohibited.
5. Adding, removing or altering programs without the permission of the supervising teacher is prohibited.
6. Students will logon only under their own account. Using another student's account and/or sharing passwords are prohibited.
7. Technology is only to be used for assigned projects and activities related to school.
8. Students are to ensure that they take care of all computer equipment. Students will be responsible for things that are damaged and may be required to cover the cost of damaged hardware.
9. Students will not attempt to access or destroy the work of others.
10. Using a computer to disrupt the network or access other computers or accessories is prohibited.
11. Game playing is prohibited unless approved by a supervising teacher.
12. Students must obtain permission to print *before* printing.
13. Students will be given a limited amount of space for storing information on the network. This amount may be changed depending on curriculum needs.
14. Students will not permanently store work on the local computer hard drive.
15. Students that encounter computer viruses must report this to the supervising staff immediately.
16. Students may not intentionally distribute or create computer viruses.
17. When finished on a computer all students must ensure that they log-off.
18. Students may not bring their own laptops or tablets to school unless given permission by the administration. These devices, and their use, must comply with all facets of this Acceptable Use Policy.
19. Students must ensure that their profile backgrounds and screen-savers contain appropriate content.

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## **Internet Use:**

The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures and programs. Internet use enables teachers and students to a vast amount of resources and experts right into the school and the classroom. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information.

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting or that is contrary to the vision for education of the school. Coaldale Christian School has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## **Internet Rules:**

1. The use of Social Media (Facebook, My Space, Instagram etc.) is prohibited.
2. Web pages can be made only with the permission of the supervising staff member.
3. Students that receive messages or are able to view sites that make them uncomfortable will immediately report the occurrence to the supervising staff member.
4. Students will not damage, hack or disable the work of others on the internet.
5. Students will not access, post or distribute harassing, obscene, racist or explicit material, language or images.
6. Students will not use the internet for commercial purposes.
7. Students will not attempt to trade, sell or buy material over the internet.
8. Students should not give out personal information including home address and phone numbers over the Internet.
9. Students must credit any downloaded material to the original owner.
10. Students may not listen to music streamed online without permission.

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## Examples of acceptable Internet/Network use are:

1. Using Web browsers to obtain information from Web sites.
2. Accessing databases for information as needed.
3. Using e-mail or Google Apps drives to send work home or share with others.
4. Using the school's network to promote the exchange of information to further education and research and is consistent with the mission of the school.
5. Using the school's network to access outside resources that conform to this "Acceptable Use Policy".
6. Using the network and Internet in a manner, which respects the rights and property of others.
7. Keeping all accounts and passwords confidential and inaccessible to others.
8. Showing responsibility by making backup copies of material critical to you.
9. Showing responsibility by taking precautions to prevent viruses on the school's equipment.
10. Upon receipt of an attachment checking to making sure it is from a known source.
11. Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.

## Examples of unacceptable Internet/Network use are:

1. Use of the Internet for purposes that are illegal, unethical, harmful to the school, or non-productive.
2. Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
3. Conducting a personal business using school resources.
4. Transmitting any content that is offensive, harassing, or fraudulent.
5. Using inappropriate language: do not swear, use vulgarities or sexual innuendos.
6. The sending of material likely to be offensive or objectionable to recipients.
7. Using programs that harass school users or infiltrate a computing system and/or damage the software components is prohibited.
8. Doing harm to other people or their work.
9. Doing damage to the computer or the network in any way.
10. Interfering with the operation of the network by installing illegal software, shareware, or freeware.
11. Conversation in email using all upper case letters. This is considered shouting.
12. Sharing your passwords with another person. Doing so could compromise the security of your files.
13. Wasting limited resources such as disk space or printing capacity.
14. Trespassing in another's folders, work, or files.
15. Removing software CDs from the computer lab or library.

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16. Giving out personal information such as your home address or telephone number. Use the school's address instead, but not the school's phone number.
17. Downloading material from the Internet without specific authorization.
18. Viewing, sending, or displaying offensive messages or pictures.
19. Accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity.
20. Watching unapproved movies, listening to music without permission or playing unapproved games on the computer.

## **Monitoring**

All messages that are created, sent or received are to be considered the property of the school and may be regarded as public material. Coaldale Christian School reserves the right to access and view materials on occasions where the school believes, in its sole judgement, that it has a need to do so.

All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or recipient. This means 'don't put anything into your file/folder that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law'.

## **Consequences of Misuse:**

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

For minor infractions the following general rules will apply:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offence: | The student will lose Computer access for <b>1 school day</b> .  |
| 2 <sup>nd</sup> offence: | The student will lose Computer access for <b>2 school days</b> . |
| 3 <sup>rd</sup> offence: | The student will lose Computer access for <b>3 school days</b> . |

Every future minor offense will move up in increments of 1 day.

## **Application to Restore an Account:**

In order for a student to be given access after the ban has been completed the student will be required to apply to have their account reinstated by filling out the appropriate form. If students do not complete the form appropriately they will not be allowed back on the computer (*see Appendices #3, page 12*)

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## **Parental Contact:**

If a student violates the policy in any way a letter or an email with a letter attached, and/or a follow up phone call will be made informing parents of the incident (*see Appendices #1, page 10*)

## **CCS Email Use & Guidelines:**

*Email can be a powerful communication tool for students to increase communication and collaboration.*

- All students in grade 7-12 are issued with a school email account.
- Students are encouraged to check their email **at least once per day**.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and such.
- Students may send email to their teachers with questions or comments regarding class.
- Students may send email to other students to collaborate on group projects and assist with school classes.

## **Student email permissions**

*Our Gmail system controls whom email messages can be sent to and whom they can be received from.*

- Junior and Senior High students can email Junior High students, Senior High students, and all staff.
- Junior and Senior High students cannot email their own personal accounts, parent accounts, and anyone outside of the school domain ([coaldalecs.com](http://coaldalecs.com)).
- Junior and Senior High students cannot receive email from outside of the domain (*e.g. gmail.com or yahoo.com or hotmail.com*)
- Upon special request Junior and Senior High students may be allowed to email outside the domain where necessary (*e.g. for ADLC purposes*).

## **Student emails to staff**

- Students are encouraged to email staff concerning school-related content and questions.
- Teachers will only use school-issued email accounts to communicate with students.
- There will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

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## General email guidelines for students

The student Acceptable Use Policy covers email as well as other technologies. Below is a general summary of guidelines related to email.

- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

### **Monitoring**

All messages that are created, sent or received are to be considered the property of the school and may be regarded as public material. Coaldale Christian School reserves the right to access and view materials on occasions where the school believes, in its sole judgement, that it has a need to do so.

All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or recipient. This means 'don't put anything into your file/folder that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law'.

### **Consequences of Email Misuse:**

Violations of Email usage may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

For minor infractions the following general rules will apply:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> offence: | The student will lose all G Suite for Education access for <b><u>1 school week.</u></b>  |
| 2 <sup>nd</sup> offence: | The student will lose all G Suite for Education access for <b><u>2 school weeks.</u></b> |
| 3 <sup>rd</sup> offence: | The student will lose all G Suite for Education access for <b><u>3 school weeks.</u></b> |

Every future minor offense will move up in increments of 1 week.



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## **Application to Restore an Account:**

In order for a student to be given access after the ban has been completed the student will be required to apply to have their account reinstated by filling out the appropriate form. If students do not complete the form appropriately their G Suite for Education account will not be restored.

## **Parental Contact:**

If a student violates the Email usage policy in any way a letter or an email with a letter attached, and/or a follow up phone call will be made informing parents of the incident. (see Appendices #2, page 11)



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## **Parents & Student Declaration Form**

Access to computer resources is a privilege and not a right. Such a privilege requires that staff, students and parents are aware of the procedures and responsibilities for accessing and using such facilities. Parents must be involved not only because they are responsible for the education of their children but also so that they can provide guidance, teach responsibilities and discourage inappropriate behaviour. Of course students must learn and accept responsibility for the privileges they receive.

For that reason students and their parents are asked to sign a *Declaration Form (below)* in which they recognize their responsibility and agree to exercise it. Students without a signed *Declaration Form* will not be permitted to access Computer Resources.

### **Parent and Student Declaration**

This form is to be filled out for each student requiring access to information technology facilities and resources.

#### **To be filled out by the student:**

I, \_\_\_\_\_ have had the Acceptable Use Policy of Coaldale Christian School explained to me by my parents and understand and agree with its contents. I will consult my teacher or administrator if I have any further questions about the policy. I agree to abide by the provisions of the policy and the guidelines for Acceptable Use. If I commit any violation appropriate disciplinary action will be taken. In certain cases, legal action may be required where mandated by law. I am aware of the consequences of not following these rules and expectations.

Student Signature: \_\_\_\_\_

#### **To be filled out by the parent(s)/guardian:**

I, \_\_\_\_\_ have read the Acceptable Use Policy of Coaldale Christian School and understand and agree with its contents. I have read through the rules and expectations and discussed them with my/our child. I accept responsibility for guidance of computer or Internet use at home with dealing with school assignments.

Parent/Guardian's Signature: \_\_\_\_\_

*\* A copy of this policy is available on the school website. It is available under the Publications menu, CCS Handbook page.*

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## APPENDICES #1

### **Information Technology - Acceptable Use Violation Notice [SAMPLE]**

Date: \_\_\_\_\_,

Dear Mr. & Mrs. \_\_\_\_\_,

Your child \_\_\_\_\_ has been found to contravene the CCS Acceptable Use Policy. A copy of this policy is available on the CCS Website under *CCS Handbook*.

\_\_\_\_\_... *(Description & date of incident resulting in this notice)* As a result of this, *he/she* has been banned from all school computer use until \_\_\_\_\_ **(Date when student's ban ends)** *(amount of time)*. Please understand that this ban is effective immediately and that it will impact on classes that rely extensively on computer use. Further misuse will result in additional consequences as per the school policy.

\_\_\_\_\_ **(student's name)** will need to apply to have access restored after the ban by filling out the appropriate form. As indicated in the policy this form must be completed appropriately and submitted before he/she will be allowed to recommence computer usage.

The cost of computer misuse can be quite high and the school wishes students to be aware of the implications of their actions. We hope to instill a high standard of ethics and a responsible Christian approach in the use of the resources we are privileged to have available.

Yours sincerely,

Administration/IT Coordinator

*This completed form will be kept by the school in the student's file and a copy will be sent to his/her parent or guardian via email/mail.*

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## APPENDICES #2

### Information Technology - Acceptable Use Email Violation Notice [SAMPLE]

Date: \_\_\_\_\_,

Dear Mr. & Mrs. \_\_\_\_\_,

Your child \_\_\_\_\_ has been found to contravene the CCS Acceptable Use Policy. A copy of this policy is available on the CCS Website under *CCS Handbook*.

\_\_\_\_\_... *(Description & date of incident resulting in this notice).*  
Please be aware that any emails with inappropriate language or content are filtered through our Google Apps security setting. As a result of this, *he/she* has had his/her school email account suspended until \_\_\_\_\_ ***(Date when student's ban ends)*** *(amount of time)*. Please understand that this ban is effective immediately and that it will impact on classes that rely extensively on computer use. Further misuse will result in additional consequences.

\_\_\_\_\_ will need to apply to have access restored after the email and computer suspension by filling out the appropriate form on the next page. As indicated in the policy *(which can be found on the school website under Publications > CCS Handbook)* this form must be completed appropriately and submitted before she will be allowed to recommence computer and email usage.

The school wishes students to be aware of the implications of their actions. We hope to instill a high standard of ethics and a responsible Christian approach in the use of the resources we are privileged to have available.

Yours sincerely,  
*IT Coordinator*

*This completed form will be kept by the school in the student's file and a copy will be sent to his/her parent or guardian via email/mail.*

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## **APPENDICES #3**

### ***Application to Restore a Locked Computer or Email Account***

*I \_\_\_\_\_ have served my ban as a result of breaking the following rules found in the Acceptable Use Policy:*

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*I recognize that my actions were inappropriate. I am committed to making the following commitments in the future to ensure that I comply with the Acceptable Use Policy:*

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*I am requesting to have my computer or email account unlocked so that I may continue utilizing the computers at school, and my google applications. As mentioned in the declaration that I signed at the beginning of the year, I promise to abide by the provisions of the policy and the guidelines for Acceptable Use. If I commit any further violations appropriate disciplinary action will be taken. In certain cases, legal action may be required where mandated by law. I am aware of the consequences of not following these rules and expectations in the future.*

*Student \_\_\_\_\_*

*Parent \_\_\_\_\_*