LCS Technology Acceptable Use Policy

Introduction

Liberty Christian School has a commitment to provide programs for students to develop awareness, and a degree of proficiency, in the understanding and use of technology. Our goal is to integrate technology into many aspects of a student's experience at LCS so that he/she can become a life-long learner and user of these resources. Our technological equipment is located in all of the classrooms and in other specialized areas of the campus. There has been a major investment of funds in order to provide our students with the appropriate technological resources for their education. Desiring to be good stewards of God's provision for LCS, we have formulated this Acceptable Use Policy (AUP) for all persons involved in using school technology. As an overriding principle, we require those using school technologies, to exercise Godly discernment and judgment, be willing to follow stated procedures, and show consideration to both the equipment and others in its usage. It is to be understood that there will be serious consequences for any inappropriate use, deliberate damage, or failure to follow directions in handling the equipment, including hardware, software, printers, scanners, cameras, etc. Willful destruction of school property is considered vandalism and will be dealt with in accordance with the LCS Discipline Policy. In addition to appropriate discipline, restitution will be required for repairs or replacement of damaged equipment. Persons willfully or maliciously damaging, or violating this AUP will lose the privilege of using the school's technology in the future.

About this Document

This document presents the technology acceptable use policy of Liberty Christian School. All users of LCS technology must use LCS technology in accordance with this policy. This document contains several acronyms and italicized words or phrases. Definitions or descriptions of those acronyms, words, and phrases are provided in the last section.

General Guidelines

- All usage is not to violate existing copyright laws.
- All LCS technology equipment resides within the United States. LCS users are bound by U.S. laws concerning peer-to-peer file sharing networks.
- Any violation of this AUP is to be reported to LCS staff or administration
- Installation of software directly downloaded from the internet on LCS clients or servers without express written permission from the IT Manager is strictly prohibited.
- *Illegal Activity* is strictly prohibited.
- *Inappropriate content* is strictly prohibited.
- Violating the rules, regulations, policies, or terms of any network, server, computer database, or web site will be considered a violation of these policies.
- Removing LCS technology without the express written permission from the IT Manager, administration or staff is strictly prohibited.
- Use of technology equipment owned by the school must be *normal and ordinary*

Security

- Each user is responsible for the security of his or her account.
- Passwords are to be kept confidential.
- Leaving a workstation unattended and logged-in is strictly prohibited.
- Locking a workstation without express written permission from the IT Department is strictly prohibited.
- Any user who suspects his or her account has been used by someone else must report this to LCS administration.
- *Circumventing* the security of any host, network or domain is strictly prohibited.
- *Cracking* is strictly prohibited.
- The student use of personal digital devices is granted by checking the appropriate line in the AUP Student Agreement.
- Wireless networking without express written permission of the IT Department is strictly prohibited.
- *Serving* without express written permission of the director of technology is strictly prohibited.

The User Community

- *Interfering* with the operation of any LCS technology, the LCS domain or any host, network or domain is strictly prohibited.
- Running automated tasks, unattended processes, bots, cron jobs, scheduled tasks, etc. without express written permission from the IT Manager is strictly prohibited.
- Running any process, unattended or not, that is run simply for the purpose of hindering the operation of the LCS domain or any host, network or domain is strictly prohibited.
- Trespassing into other's folders, files, or work is prohibited.
- LCS technology is not to be used to harm other people or their work.

File Transmission & Data Storage

- Each user is responsible to know where to save files. The hard drives in most clients are regularly 'emptied' of files and folders. Saving work in the wrong place will result in data loss eventually.
- Anonymous FTP without express written permission from the IT Manager is strictly prohibited.
- Transfer of executable programs by any means without express written permission from the IT Manager is strictly prohibited.
- All file and data transfer over the LCS network must be *normal and ordinary*.
- The transfer of *inappropriate content* is strictly prohibited.
- The preferred method of file transfer is e-mail.

<u>Social Media</u>

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our reputation as a school, the standards for appropriate online communication at Liberty Christian School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in LCS-sponsored sites.

LCS Social Media Comments and Participation Policy

Comments to LCS-sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to LCS-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to LCS-sponsored sites as outlined above, users give LCS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. LCS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

LCS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on LCS-sponsored sites, you agree **not** to:

- Post material that LCS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of LCS or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by LCS, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the LCS-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

LCS reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Liberty Christian School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on LCS-sponsored sites.

By posting a comment or material of any kind on an LCS-sponsored site, the user hereby agrees to the Policy set forth above.

Creating and Maintaining Official LCS Social Networking Sites

All "official" Liberty Christian School social networking sites must be approved by the administration and IT Manager and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within LCS guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the LCS network.

Unauthorized pages that have not been approved by the administration and IT Manager will be treated as personal pages, and are therefore limited to the standards provided above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the LCS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Liberty Christian School community and, as such, are subject to the same behavioral standards and expectations set forth in LCS policies regarding student conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- Students may not use social media sites to publish disparaging or harassing remarks about LCS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at LCS, may result in disciplinary action as described in the Student Handbook, or as determined by the school administration.

<u>**Internet and Email**</u>

Every classroom at Liberty Christian School is equipped with access to the Internet. Liberty Christian School is committed to using this resource in a manner that is beneficial to students. Students will learn responsible use of the Internet as a valuable learning and collaborative tool, and will use the Internet to aid learning in all academic areas.

The World Wide Web

The World Wide Web is the most common tool used for access to the Internet. It is a constantly changing environment and is becoming increasingly interactive. Parents and teachers must use caution while encouraging students to make use of this resource for educational purposes. With this in mind, LCS has adopted the following guidelines for use of the World Wide Web.

- LCS does not guarantee the availability, compatibility or suitability of outside networks or applications hosted on outside networks.
- Many websites prohibit use by children under a certain age. Students must observe these rules at all times.
- Use of the world wide web by minors under the age of thirteen and communicating with minors under the age of thirteen via the world wide web is governed by federal law. Students under the age of thirteen are not permitted to use web based forms or login to accounts of their own on any website. These students must not browse the web unless under the supervision of LCS faculty.
- Teachers must not require students under the age of thirteen to provide any personal information in order to use a website or other service provided via the Internet.

Content Filtering

LCS provides access to the Internet for educational purposes. Unfortunately, the Internet also provides access to content that is objectionable, offensive and even harmful to students. LCS intends to protect students from objectionable content using whatever means available. Students and parents should be aware of the following:

- The LCS network is protected from intrusion using a firewall and a web filter which is managed and monitored 24 hours a day.
- All access to the Internet at LCS is filtered using an active Sophos web filter.
- All content determined to be questionable or inappropriate (e.g. pornography, gambling, etc.) is blocked by the filter for all users.
- In addition to blocking objectionable, offensive and harmful content for all users, LCS also blocks student access to some content in order to enforce its *Technology Acceptable Use Policy*.
- LCS will resort to any means necessary in order to protect students from objectionable content.
- Mobile devices which connect to LCS Wi-Fi are automatically protected by the web filter rules while connected. Activity on mobile devices are not supervised.
- LCS cannot guarantee that all objectionable, offensive or harmful content is filtered.
- Students in grades K - 6 are not permitted to use the Internet unless directly supervised by an LCS faculty member.

E-Mail

Use of e-mail on campus is permitted according to the following guidelines:

- Users over the age of twelve who have web-based access to personal e-mail may use it for personal use while on campus, but LCS will not provide support or guarantee the availability or suitability of any third party service.
- All users who use personal e-mail on campus must always adhere to the Terms of Service or Acceptable Use Policy of that service.
- Each user is responsible for his or her own communication and the consequences thereof.
- Sending *Unsolicited Commercial E-mail* is strictly prohibited.
- Spamming is strictly prohibited.
- Sending unauthorized mail via open, third-party servers is strictly prohibited.
- Collecting, or attempting to collect, personal information about others without their consent is strictly prohibited.
- Selling, exchanging or distributing e-mail addresses to a third party is strictly prohibited.
- Participating in the collection of e-mail addresses, screen names, or other identifiers of others, or participating in the use of software designed for this purpose is strictly prohibited.
- Sending, uploading, distributing or disseminating or offering to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content is strictly prohibited.
- Intentional distribution of viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature is strictly prohibited.
- Transmitting content that may be harmful to minors is strictly prohibited.
- Impersonating another person (via the use of an email address or otherwise) or otherwise misrepresenting yourself or the source of any email is strictly prohibited.
- Illegal transmission of another's intellectual property or other proprietary information without such owner's or licensor's permission, knowingly or unknowingly is strictly prohibited.
- Using email to violate the legal rights (such as rights of privacy and publicity) of others is strictly prohibited.
- Promoting or encouraging illegal activity is strictly prohibited.

Definitions & Descriptions:

AUP

Acceptable Use Policy

Circumventing

Accessing or attempting to access any host, network, domain, system, software, or data without proper authorization to do so; breaching the security of another user on any host, network, domain, or system; attempting to bypass the user authentication or security of any host, network, domain, system, server or client. This includes, but is not limited to, accessing data not intended for you, logging into or making use of a server or account you are not expressly authorized to access, or probing the security of other hosts, networks, or accounts.

Client

Any LCS hardware device with direct interface capability with LCS Servers.

Cracking

Using or distributing tools designed or used for compromising security, such as password guessing programs, decoders, password gatherers, analyzers, cracking tools, packet sniffers, encryption circumvention devices, or Trojan horse programs; network probing; port scanning; or using or distributing programs that remove locks or time-outs built into software (cracks).

FTP

File Transfer Protocol

Illegal Activity

Posting, storing, transmitting or disseminating information, data or material which is libelous, obscene, unlawful, threatening, defamatory, or which infringes the intellectual property rights of any person or entity, or which in any way constitutes a criminal offense, give rise to civil liability, or otherwise violate any local, state, federal or international law, order or regulation.

Inappropriate Content

Posting, storing, sending, transmitting, or disseminating any information or material which a reasonable person could deem to be objectionable, offensive, indecent, pornographic, harassing, threatening, embarrassing, distressing, vulgar, hateful, racially or ethnically offensive, or otherwise inappropriate, regardless of whether this material or its dissemination is unlawful.

Interfering

Restricting, inhibiting, or otherwise disrupt the ability of any other person, regardless of intent, purpose or knowledge, to use or enjoy the service of any host, network, domain, system, website, or database; posting or transmitting any information or software which contains a worm, virus, or other harmful feature, or generating levels of traffic sufficient to impede others' ability to send or retrieve information; restricting, inhibiting, or otherwise disrupting or causing a performance degradation, regardless of intent, purpose, or knowledge, to any server, backbone network, node or service; issuing denial of

service attacks; port-flooding; improperly seizing administrator or root privileges; or attempting to "crash" a server or client.

LCS

Liberty Christian School

Normal and Ordinary

Any use of LCS technology or the LCS network that any reasonable person would find acceptable by faculty, staff, or students. Examples include, accessing the Internet for the purpose of developing lesson plans, completing a homework or classwork assignment, reinforcing a learning experience, or professional development.

Removable Storage Media

Any medium used for the purpose of data storage and transport between computers and computer systems. This includes, but is not limited to CDs, DVDs, USB drives, flash drives, PDAs, phones, and digital cameras.

Serving

Reselling or otherwise making available to anyone outside of LCS the services of the LCS domain in whole or in part; or accepting inbound requests from any other client. This includes, but is not limited to, operating your own HTTP, FTP, email, proxy or print server; offering wi-fi, bluetooth, ad-hoc or other types of wireless connections to your client; sharing your files over the LCS network; running any kind of chat, talk, IRC, or IM service; or making your files available via peer-to-peer or distributed file sharing systems.

Spamming

Sending numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content, or sending very large messages or files to a recipient that disrupts a server, account, newsgroup, or chat service.

Unsolicited Commercial E-mail

All of the following will be considered *Unsolicited Commercial E-mail*:

- email that is in violation of the CAN-SPAM Act or any other applicable anti-spam law
- email sent to users who have requested to be removed from your mailing list or address book
- email sent to a significant number of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship

Wireless Networking

Any use of the LCS provided wireless network.

Technology/Internet Acceptable Use Policy Agreement Form

Liberty Christian School has a commitment to provide programs for students to develop awareness, and a degree of proficiency, in the understanding and use of technology. Our goal is to integrate technology into many aspects of a student's experience at LCS so that he/she can become a life-long learner and user of these resources.

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Personal equipment used on campus will fall under this AUP Agreement.

Please read the following technology policies and initial your acceptance of these guidelines. This form should be returned to the School Office upon completion. **Students may NOT use any school technology until this AUP is on file in the office.**

I understand and agree to the terms of the LCS:

_____*Technology Acceptable Use Policy*

_____I will be using a personal digital device of my own on campus (phone, tablet, reader, laptop, etc.).

Student Name _____ Grade _____

Student Signature _____ Date_____

Parent Signature _____ Date_____