

Student Computer & Internet Rules

As used herein, the term “Computer[s]” refers to any desktop, laptop, or other mobile computing device owned or issued by Heritage Christian Academy to any student for school and/or home use. The term “Privately-Owned Computer[s]” refers to any privately-owned desktop, laptop, or other mobile computing device. The term “Computer Services” refers to the school’s network or Internet connections used to access school or Internet-based information. All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to talk to an Administrator or the Technology Director. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

A. Acceptable Use

1. Heritage Christian Academy’s Computers and/or Computer Services are provided for educational purposes and research consistent with HCA’s educational mission, statement of faith, curriculum and instructional goals.
2. Students must comply with all school policies and expectations concerning student conduct and communications when using Computers and/or Computer Services, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.
4. **Use of student devices.** Any approved student devices, including student phones, will have access to the school’s HCA-Student network and will be required to use the network while on campus. Any student devices used on campus will also be expected to follow HCA’s Computer & Internet Rules. If any student device is used to violate those rules, or is found to be operating apart from HCA’s network, it could result in a loss of access privileges, a prohibition of the use of the student’s device while on campus, and/or other disciplinary action deemed necessary by HCA administration.

B. Prohibited Uses

1. **Accessing or Communicating Inappropriate Materials.** Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video), or messages.
2. **Illegal Activities.** Students may not use Computers and/or Computer Services for any illegal activity or in violation of any school policy or procedure. Heritage

Christian Academy assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.

3. **Violating Copyrights or Software Licenses.** Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for copyright or licensing violations by students.
4. **Plagiarism.** Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
5. **Use for Non-School Purposes.** Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the students or others.
6. **Misuse of Passwords/Unauthorized Access.** Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.
7. **Malicious Use/Vandalism.** Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jailbreaking," and creation/uploading of computer viruses.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating Heritage Christian Academy for any losses, costs or damages incurred by HCA for violations of school policies or procedures while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer, or of providing students access to apps that are available from places other than the app source authorized for use by the school.

D. Student Privacy and Safety

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

E. System Security

1. **The security of the Computers and/or Computer Services is a high priority.** Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.
2. **Care of and Responsibility for Damage to Computers.** Students and their families are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer.
3. **Computer Loss or Theft and Loss or Theft Prevention.** If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or building administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school Technology Director immediately.

F. Scope of Policy and Rules Application

The school's policy and rules concerning Computer and/or Computer Services use apply any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of school-owned Computers.

G. Miscellaneous Issues

1. **Confiscation/Restriction of Privileges/Disciplinary Action.** Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a Computer, may result in a student's Computer being confiscated and/or a student only being allowed to use a Computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of school policies or procedures.
2. **Required Sharing of Computer Passwords with School Staff.** Any student to whom a Computer is issued must share with the school any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the Computer. Failure to provide such access will result in school discipline and confiscation or limitations placed on future use of the Computer and Computer Services.
3. **Parent Access to Student Computer Passwords.** Upon request, parents may have access to their child's login password, codes, or keys. Parents are responsible for supervising their child's use of the Computer and Internet access when in use at home.
4. **Use of Computers by Others.** A Computer may only be used by the student to whom it is issued or by any family members assisting him/her with his/her educational work and consistent with the educational purpose of these Computers. All use of Computers by all persons must comply with the school's Student Computer and Internet Use Policy and Rules.
5. **Return of Computers.** Computers must be returned in acceptable working order at the end of the school year or whenever requested by school staff. Students will also be

required to turn in Computers before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

6. **Student computers/tablets.** Student-owned computers/tablets are not permitted on campus without express consent from the school Technology Director. If a student computer/tablet is found on campus without permission, HCA staff and administrators reserve the right to confiscate the device through the end of the day.

H. Consequences of Prohibited Activity

HCA Staff and administrators reserve the right to limit access to computers and the Internet and confiscate both school and personal electronic devices if a student is breaking the rules contained within this policy. Further consequences will be determined by the administration per the student handbook. Consequences for inappropriate use identified by Impero and/or teachers and staff:

1. Lunch detention
2. Lunch detention and loss of Chromebook for two days
3. Loss of Chromebook for one week and parent conference with secondary administration
4. One day ISS and potential loss of Chromebook for up to remainder of the school year
5. It is administration's discretion to increase the consequence based on the severity of the use violation