

Acceptable Internet Use Policy

Philosophy and Considerations

Faith Baptist Christian Academy has actively pursued making advanced technology, and increased access to learning opportunities through such technology, available to our students and staff. The Internet has been called the *Information Superhighway*. This term describes one's ability to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand one's knowledge base. The Internet will allow Faith Baptist Christian Academy to enrich the educational experience. The Internet is a tool for life long learning and only begins to open the door to many capabilities and resources that have yet to emerge.

As important as the Internet is to expanding the horizons of our staff and student body, the advanced technology we are striving to provide is also intended to develop technical proficiencies for staff and student body necessary to fully leverage the tools provided. Such experiences will prepare students to function competitively as they progress beyond the walls of Faith Baptist Christian Academy.

As parents and educators, we recognize that the Internet carries a dark side which must be contained, both in home and school use. Beyond avoiding inappropriate content, students need to develop a critical eye in considering sources and in discriminating truth from fiction. This policy is intended to set the framework for ensuring these tools are used to advance our mission and ensure the achievement of our vision:

Internet Security and Access Governance

Internet use is subject to compliance with the policies of Faith Baptist Christian Academy.

Colossians 3:15-17 And let the peace of God rule in your hearts, to the which also ye are called in one body; and be ye thankful. Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord. And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.

Internet Access

Internet access will be administered by Faith Baptist Christian Academy's Technology Coordinator. Once on the Internet, computers must be situated in the room so that teachers can view the screen at any time. It is expected that teachers will be careful to frequently monitor the students' activities. Students must receive permission from the teachers before they may print material from the Internet. Internet access will be restricted to supervised use during normal school hours for students. Administrative staff and teachers are free to use the Internet to whatever extent the facilities and/or systems are accessible.

Data Management

Use of computers and the Internet involves the use of electronic media. Faith Baptist Christian Academy will make every effort to provide students with sufficient storage capacity to facilitate the educational experience and will take appropriate steps to periodically back up electronic information stored on its servers. The school however cannot be held liable for the loss of information stored on any school equipment and/or storage media. The school also retains the right to limit available storage space and/or purge files as necessary.

Internet Filtering and Supervised Use

Ephesians 5:15-17 See then that ye walk circumspectly, not as fools, but as wise, Redeeming the time, because the days are evil. Wherefore be ye not unwise, but understanding what the will of the Lord is.

Faith Baptist Christian Academy will employ filtering technology in an attempt to prevent intentional or unintentional access to inappropriate Internet content. In addition, Faith Baptist Christian Academy will oversee Internet access through adult supervision. Even though Faith Baptist Christian Academy may use technical means to limit student Internet access and provide supervision, these limits do not ensure a foolproof means for enforcing the provisions of this acceptable use policy.

Responsibilities of Parents and Guardians

Ephesians 6:1-3 Children, obey your parents in the Lord: for this is right. Honour thy father and mother; (which is the first commandment with promise;) That it may be well with thee, and thou mayest live long on the earth.

Good Internet habits are learned. They are not intuitive. Our stewardship of the Internet at school should be reinforced with good habits at home. We encourage parents to establish rules for Internet use at home consistent with rules at school.

Pornography is being promoted through sites which reflect frequent misspellings of common site names or registering of alternate domains such as .net or .org, registering of abandoned URL's from formerly family oriented web sites, and creating links which automatically launch other pornographic sites once one is encountered. Other sites focus on illegal, immoral, discriminatory, or otherwise inappropriate subject matter. Faith Baptist Christian Academy encourages the use of filtering tools to assist in ensuring a wholesome Internet experience at home as well as at school. Placing your PC in a common room with the screen generally visible and establishing reasonable use and time limits, help ensure a positive Internet experience on the home front. Use of family Internet guides such as *The Internet Kids and Family Yellow Pages* and kid safe search engines such as Google or Searchopolis are also good places to start with your children to teach them safe surfing habits. Prioritizing legitimate homework and research ahead of games and entertainment is also a good practice. Ultimately, exploring the Internet with your children can be a very wholesome and rewarding experience. Access to the Internet is ultimately a parental decision. Therefore, Faith Baptist Christian Academy will make efforts to provide alternate lesson plans for all Internet related activities. Parents need only check the appropriate box on the accompanying Parental Agreement Form(s) to make their wishes known.

Disclaimers and Limitation of Liability

- Faith Baptist Christian Academy staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner.
- Faith Baptist Christian Academy makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data, loss of files, or interruptions of service.
- Faith Baptist Christian Academy is not responsible for the accuracy or quality of the information attained through or stored on the system.
- Faith Baptist Christian Academy will not be responsible for financial obligations arising from unauthorized use of the system.
- This policy is subject to federal, state, and local statutes. Faith Baptist Christian Academy will cooperate fully with such agencies in the event of any criminal investigation.

Acceptable and Unacceptable Uses

Philippians 4:8 Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the following, generally accepted, rules of network etiquette:

Thou Shalt...

1. Treat computers and other technical equipment with respect.
2. Abide by all copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment or rewritten in the student's own words with the reference cited.
3. Use family friendly resources such as approved search engines (Google, Searchopolis, Ask Geeves, etc.) and *The Internet Kids & Family Yellow Pages* when searching for new sources on the Internet.
4. Ask your teacher to change your password if you believe it is no longer private. If you've forgotten your password, report this to your teacher.
5. Be courteous to others. Research and assignments should always be given priority over playing games and other leisure computer or Internet activities.
6. Report accidentally accessed unacceptable materials or an unacceptable Internet site to a Faith Baptist Christian Academy teacher, administrator, or other school designated supervisor.

Thou Shalt Not...

Philippians 2:12-13 Wherefore, my beloved, as ye have always obeyed, not as in my presence only, but now much more in my absence, work out your own salvation with fear and trembling. For it is God which worketh in you both to will and to do of his good pleasure.

1. Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want the Lord, your teachers, or your parents to see. Should you encounter such material by accident, report it to your teacher immediately.
2. Do not access or participate in chat rooms, or multi-user environments such as newsgroups; download or play games; subscribe to or access list-serves; download music files; or check, send or receive personal email accounts from school equipment (unless prior permission is granted by an administrator).
3. Do not give out any personal information including names, addresses, telephone numbers or credit card information pertaining to yourself or any other person, or Faith Baptist Christian Academy.
4. Do not share your sign-on and password with other students. Anything done in your account will be your responsibility.
5. Do not engage in any commercial, for-profit activities. For example, no offering of or bidding on items on eBay, ordering from retail web sites, etc.
6. Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
7. Do not copy other people's work or access other people's files without permission.
8. Do not waste school resources by printing excessively or consuming limited hard drive space or network space.

9. Do not use the Internet in any way that disrupts the service or its operation for others.

10. Do not have food or drink near computer equipment.

11. Do not tamper with or modify any software, hardware or wiring.

Violations and Sanctions

Numbers 32:23 But if ye will not do so, behold, ye have sinned against the LORD: and be sure your sin will find you out.

It is our sincere hope that Faith Baptist Christian Academy students will not intentionally violate this acceptable use policy. However, if a violation occurs, parents will be notified of the circumstances and actions taken following each offense. The following disciplinary sanctions will be taken for each occurrence:

Clothing, magazines, books, tapes, games, toys or *websites* that contain inappropriate words or symbols, or which promote a lifestyle not consistent with Faith Baptist Christian Academy teachings, will not be permitted on campus. If a child is found possessing these materials, or viewing and/or printing pages from inappropriate websites, the principal will be notified and a conference will be arranged with the parents. Parents may claim any properties that belong to the child after speaking with the principal. Depending on the severity of the infraction, the student may be issued a detention, suspension, or possibly expelled from Faith Baptist Christian Academy.

First Offense – Students will be given a verbal reprimand. Specific guidelines from *Thou Shalt...* and *Thou Shalt Not...* sections of this policy will be reviewed with the student as part of this process, reaffirming their understanding of the policies for Acceptable Use of Technology and the Internet.

Second Offense – Privileges will be suspended for a period to be determined by the teacher and/or Administrator of the school. During such suspension, the student will be instructed using alternative lesson plans during technology-based lessons.

Third Offense – Depending on the severity of the offense, further discipline will be set by the Administrator, in coordination with the student's parent(s) or guardian(s). Such discipline may include permanent suspension from the use of technology and/or suspension / expulsion from school.

Policy Review

This policy shall be reviewed at least annually by the Technology Advisory Committee. Recommended changes shall be presented to the Administration so changes are made before each new school enrollment period. Before Internet access is granted each school year, parents are expected to return a signed copy of the Parental Internet Agreement page found at the end of this policy. Parents shall have the right to change their position at any time during the school year regarding their children's use of Internet access while at school by submitting a new Parental Internet Agreement Form.

Student Use Form

I have read and understand Faith Baptist Christian Academy's Internet Acceptable Use policy. I agree to the conditions and rules stated above. I understand my own responsibilities and realize that any infraction will cancel my use privileges and may result in further disciplinary action.

Student's Signature_____

Date_____

Parental Consent Form

I have read and understand Faith Baptist Christian Academy's Internet Acceptable Use policy. I hereby grant permission for my son/daughter to access the Internet. By signing this consent form, I understand and will not hold Faith Baptist Christian Academy responsible if my son/daughter participates in inappropriate activities on the Internet.

Parent's Signature_____

Date_____

Faith Baptist Christian Academy

Facebook and Blogging Policy

Faith Baptist Church & Christian Academy values the potential good that comes from personal web pages, social networking pages, blogs, texting, instant messaging, e-mail and other forms of electronic social networking & communication. At the same time, we recognize that misunderstanding, personal offense, hurt, legal exposure and damage to our church and school community can potentially accompany use of these mediums. The Apostle Paul instructs that "*All things are lawful for me, but all things are not expedient: all things are lawful for me, but all things edify not..*" (1 Cor. 10:23) and "*Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. Give none offence, neither to the Jews, nor to the Gentiles, nor to the church of God:*" (1 Cor. 10:32-33)

With these Biblical principles in mind, all church staff, students, their parents and teachers are to abide by the following communication guidelines:

Ensure Integrity: Your electronic communications should be consistent with the teaching of Scripture and the values of Faith Baptist Church & Christian Academy. Don't say anything online that you wouldn't say in-person as a representative of the church or school (*Proverbs 10:9*). If a public dialog gets heated, stop using a public forum and make the conversation private (*Matthew 18:15-17*). Ministry leaders are expected to have the foresight to anticipate, within reason, how their words and/or actions may be perceived by their audience and to those under their care.

Offer a Disclaimer: When you are in a position of church or school leadership, people don't easily distinguish between your personal and professional behaviors. Your name and the church/school are always linked in people's minds. As such, all personal web pages, social networking pages and blogs (in which you are personally identifiable) should feature the following disclaimer: "*Please know that these are my personal views and not necessarily those of Faith Baptist Church & Christian Academy.*"

Promote Credibility: Make sure your facts are correct, in proper context and that your positions are justifiable (*1 Cor. 13:5-7*). Respond to those who disagree in a spirit of love and grace (*Luke 6:28-30*). Avoid using a "stream of consciousness" writing style (as it can easily be misinterpreted or taken out of context). Do not use electronic communications to resolve interpersonal conflicts that are best handled face-to-face.

Keep Confidences and Avoid Libel: Be extra careful that your communications do not inadvertently share confidential information (we sometimes deal with a lot of confidences in church/school work). Know that with any public postings you are legally liable for what you say. Laws governing slander, libel, defamation and copyright apply. Outside parties actually can pursue legal action against you for your postings.

Respect the Church and its Staff: Since electronic communications are public (or easily made public), we expect you to be respectful to the church and our leaders, employees, volunteers and members.

Any staff member, student and/or their parents who use electronic communications to disparage the name or reputation of the church, its practices, or its pastors, officers, employees, volunteers or members will be subject to serious discipline, up to and including immediate termination of enrollment and/or employment.

Respectful Use of Time: All time and effort spent on your personal communications should be done on your personal time and should not interfere with your job duties or work commitments. Working hours, those you are paid for, are not to be used for sharing, updating, and posting to Twitter, Facebook, etc.

Respect Our Beliefs: When working for a church, it is important to remember that employment decisions will be made based upon our Christian beliefs.

If your personal website, blog, or Facebook page displays inappropriate images or reflects personal opinions or life-style choices that are contrary to Faith Baptist Church & Christian Academy's beliefs or the teaching of Scripture, you may be subject to discipline, up to and including immediate termination of enrollment and/or employment.

For this reason, we encourage you to first seek guidance from your supervisor, principal, or pastor if you have any questions. Faith Baptist Church & Christian Academy may request that you temporarily confine your social media commentary to topics unrelated to the church/school. In rare cases, Faith Baptist Church & Christian Academy may request that you temporarily suspend your social media activity altogether if it believes this is advisable to ensure compliance with church regulations or other laws.

Limited Expression in Written Words: Remember that written words can easily convey the wrong message. Written words do not have the "non-verbal" channels that accompany face-to-face communication. Missing are body language, facial expressions and tone of voice that can help ensure proper context. As such, re-read everything prior to sending. See if there is any possibility of misunderstanding. Every year the church/school deals with many relational problems brought on by poor word choices or communications sent in anger/haste. *Think before you press "send!"*

Church Logos: Do not use Faith Baptist Church & Christian Academy's logos/slogans on your communications or reproduce church material without first obtaining written permission.

Communicate As If Your Words Are To Be Published In The Local Newspaper: A good tool for determining what is correct communication is to behave as if the local newspaper were printing your electronic communication for all to see. If you wouldn't want your actions/words to be seen on the front page, you may not be handling the situation properly.

Faith Baptist Church & Christian Academy understands the good that comes from electronic communications and social networking. It is not our desire to create anxiety or dampen creativity when it comes to the use of these mediums. At the same time we recognize the tremendous potential for hurt and misunderstanding that go with these mediums. We trust that by following these guidelines and common sense, you are able to both reap the rewards of electronic communications ... and avoid their potential pitfalls.

