



CHAPEL HILL ACADEMY COMPUTER/INTERNET USE POLICY

Chapel Hill Academy (CHA) believes that the Internet has much to offer students with its wide variety of resources, and that it is a necessary tool for resourcing information. Thus, it is CHA's goal to educate students about efficient, ethical and appropriate use of those resources. Within the context of our Mission and Vision Statement, the Internet connection will be used to meet CHA's curriculum goals.

ACCEPTABLE USE

To assist students in learning to use the computers/Internet correctly, the school will do everything it can to ensure that students access resources appropriately. This includes providing:

1. An Internet connection that is protected by a filtering system which blocks sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate (refer to "Internet Code of Ethics")
2. Training for students, staff and parents that clearly describes what is appropriate and what is inappropriate. Students will be given general instruction about what data is available on the Internet and how they can find and use that data. They will also receive Internet etiquette instruction and be expected to cite sources properly to ensure data integrity.
3. Supervision of students while they are using the Internet

Typically, teachers and their entire classes will use the computers/Internet as one of many tools in the educational research process. Students will always be under the direct supervision of a teacher. No student will be allowed to use the Internet without a filtering system in place. Portions of the filtering system may be removed under the direct supervision of the teacher for specific research. For example, sites with tobacco or alcohol would normally be censored, but a student doing a report on such a topic would be able to access appropriate materials with teacher assistance.

Students may use individual Internet access privileges during study hall who:

1. Are in grades 3 – 8
2. Have successfully passed training to use the computers/Internet independently
3. Along with their parents, have signed agreements to abide by the computers/Internet policies of the school
4. Are in the computer lab or library when a staff member is present and have a pass from their teacher indicating the specific assignment for which individual Internet access is being requested
5. Do not use their individual Internet access to "surf" during their spare time. (Additionally, they may not share their access with other students who do not have individual Internet access permission.)

Unacceptable use of the network will result in the suspension or revocation of these Internet privileges. Some examples of unacceptable use are:

1. Using the computers/Internet for any illegal activity
2. Using the computers/Internet for financial gain or initiating any financial transactions
3. Degrading or disrupting the equipment or system performance; any security problems must be reported to the technology coordinator and not shared with other users
4. Vandalizing the data of another user
5. Wastefully using limited resources after being warned and instructed as to proper use
6. Gaining unauthorized access to resources, including attempting to get around the filtering system
7. Invading the privacy of individuals, including reading mail that belongs to others without their permission
8. Using an account owned by another user, with or without that user's permission
9. Posting personal communications without the author's consent or posting information containing information not meant to be made public
10. Posting rude or inappropriate messages; and/or downloading viruses or attempting to circumvent virus protection programs

The Computer/Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, CHA cannot assume responsibility for:

1. The reliability of the content of a source received by a user; students must evaluate and cite sources appropriately
2. Costs that the students incur if they request a product or service for a fee
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. Guaranteeing privacy of mail. Though we do support privacy of e-mail, users must not assume that this is guaranteed. Chapel Hill Academy reserves the right to investigate possible misuses or to monitor any e-mail that comes through CHA computers.

By signing the attached consent and waiver form, the student agrees to abide by these restrictions. The student and parent (or guardian) must sign after they have discussed these rights and responsibilities together.

Appendix

What is blocked by the filter?

We currently use **SONICWALL**, which incorporates the **CyberNOT** filter list from the Learning Company to filter out sites and key words that may be offensive. The filters are updated regularly to include new sites. They include sites that are:

1. Sexually explicit
2. Gambling related
3. Violent or contain abusive or hateful language. This includes Satanism, cults or rituals, bomb making, militant extremism and gore
4. Drugs, alcohol or tobacco related
5. Web-based chat, Internet relay chat areas or Instant Messaging

Since offensive sites can often use key words with double meanings, sometimes perfectly “good” sites might be filtered out because of a certain word that is innocently used. This software, therefore, makes it possible to lift any one of the five filtered areas independently of the others. This is only done under the direct supervision of a teacher.

INTERNET CODE OF ETHICS

All users accessing the Internet at Chapel Hill Academy will agree to adhere to the following standards and Code of Ethics:

- I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion.
- I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet.
- I will only access the Internet at CHA after appropriate training and with staff permission which meets the curriculum guidelines of a given teacher.
- I will never give anyone on the Internet my full name, home address, telephone number, picture and personal information, or the name and address of my school.
- I will respect copyright laws when using the Internet.
- I will not view inappropriate sites. If I come across any information that makes me feel uncomfortable, I will stop immediately by pressing “back” or “stop” or “turn off” the computer. I will tell my teacher/librarian what happened.
- I will not meet in chat rooms or on bulletin boards.
- A school staff member will supervise me when using the Internet.
- I will evaluate any information received over the Internet for truth and accuracy.



CHAPEL HILL ACADEMY STUDENT INDIVIDUAL COMPUTER/ INTERNET ACCESS AGREEMENT

I have read CHA's Acceptable Use Policy for the Internet. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my privileges will be restricted, or possibly terminated, and I may face other disciplinary measures. I agree to use the Internet according to the Code of Ethics contained in the Acceptable Use Policy. I understand that failure to understand the rules cannot be used as an excuse for any violation of the rules and policies.

User Name _____ Grade _____
(Please Print Name)

Signature _____ Date _____

PARENT INDIVIDUAL COMPUTER/INTERNET ACCESS AGREEMENT

If you would like your son or daughter to receive individual Internet access, please sign the following waiver:

As a parent or legal guardian of the student signing above, I have read this Computer/Internet Acceptable Use Policy and the Computer/Internet Code of Ethics. I understand students may already access the Internet through the direct supervision of a teacher whose class is in the computer lab. Additionally, this document grants permission for my son or daughter to access the Internet when a staff member is present and the student has a pass from their teacher specifically indicating the assignment for which the individual Internet access is being requested. Students may not use their individual Internet access to "surf" during their spare time. They may not share their access with other students who do not have individual Internet access. I understand that the school's computing resources are designed for educational purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions.

I understand that my son or daughter will be held liable for violation of this policy.

Parent Name _____
(Please Print Name)

Signature _____ Date _____