

Silverdale Baptist Academy

Student Acceptable Use Policy for Online Services, Internet, Electronic Media, Communication and Computing Devices

Silverdale Baptist Academy is committed to the use of technology in the classroom and academic program to expand and enhance learning opportunities and facilitate research, use of global resources and collaboration. Efficient use of electronic devices and online resources is vital to 21st century learning, preparation for college, and entering an increasingly complex workplace. SBA therefore is committed to make these resources available in a cost-effective manner, always in ways that fulfill our mission to pursue a Christ-centered and safe educational environment.

To facilitate this mission, students have an obligation to exhibit Christ like behavior and God honoring character in using these resources, whether with devices provided by SBA or by individual students. Failure to abide by this policy may result in loss of privileges, disciplinary action, or both.

I. Online and Network Services

A. Email. Students may be provided email accounts for the purpose of communication with teachers and staff, submitting documents and assignments, or collaboration with other students on projects as assigned by faculty. This service is subject to the following conditions:

1. Email during class is prohibited unless authorized and supervised by faculty or administration
2. The use of other private email accounts is prohibited during school hours
3. School email addresses are not to be given to, or otherwise used for, external websites, companies or other third parties
4. Students may not use or access another student's user accounts or email, nor share their own email account or password with others
5. Email etiquette should be observed and email should be used only for transmitting school-related messages and documents. Any inappropriate language or attachment, including cursing, derogatory remarks, harassment, sexually oriented language or inflammatory language is prohibited
6. Email is not guaranteed to be private or confidential. The school may examine, monitor and regulate email messages and transmitted files if there is a suspicion of misuse

B. File Storage/Sharing. Except as required and authorized by Faculty and administration for special projects, no local file storage on SBA servers is provided for students. For sharing and collaboration, accounts may be provided through SBA on web-based services, such as Google Apps/Google docs, which permit great flexibility for file sharing and collaboration in a controlled environment.

1. Students may not attempt to access or otherwise tamper with SBA network resources that are not open to the SBA public
2. Students may not use the SBA network for private or personal activity
3. Students should always have available one or more USB "Flash drives" for file copying/backup. Two to eight Gigabyte drive size is recommended

II. Internet and Web Access

A. Internet Access. Silverdale Baptist Academy provides filtered and firewall protected internet services for faculty and student use and makes every effort to maintain a safe computing environment, protecting students from unwanted material and computers from intrusion. SBA regards this as a critical asset, and as such, using this service is subject to the following conditions:

1. Use of the internet must be in support of classroom education and research consistent with the standards and goals of Silverdale Baptist Academy (SBA) as assigned by faculty
2. Any attempt to access websites for the purpose of gaming, gambling, extremist activities, violence, or viewing of abusive, obscene or sexually explicit material is prohibited.
3. Access to all social media, such as Facebook, Twitter, +You, etc.) during school hours, whether through SBA internet resources or student owned Wi-Fi, 3G or 4G devices is prohibited.
4. Students are not permitted to access file-sharing websites (Limewire, Kaaza, etc.) at any time
5. The use of proxy sites/VPNs/IP addresses or other programs to circumvent internet filtering is forbidden
6. NO software is to be downloaded to any SBA computer or device. All software installation and downloading is to be approved and implemented by the SBA Technology department
7. Inappropriate or copyrighted media may not be downloaded as a screensaver or desktop background image
8. Students may not give any personal information about themselves, the school, or other persons to any website, including names, addresses, phone numbers, email addresses or photographic images
9. Any files or resources accessed through the Internet, whether specifically copyrighted or not, must be cited when used in an assignment (directly or paraphrased) in accordance with rules provided by the SBA English department. These files should not be shared with other students—only a link to these resources should be shared to avoid copyright infringement and/or plagiarism.
10. Students using SBA's systems are subject to having all activities monitored by IT resources

III. Use of Communication and Computing Devices

A. Personal Communication Devices. Personal communication devices, such as cell phones, "smart" phones, iPods, mp3 players, **may be brought to school for use before and after school hours and as permitted by faculty and administration.** The following rules apply to these devices:

1. Cell phones and personal devices are not to be used during class hours, for conversations, messaging, texting, "tweeting" or playing games
2. All electronic devices are to be turned off and put away during class hours unless specifically permitted and supervised by faculty or administration.
3. Faculty may, at their discretion permit students to use personal devices to take notes and/or pictures (e.g. Notes or problems on a whiteboard)
4. Personal communication devices may only attach to the SBA "Guest" SSID (Wi-Fi) and students will be required to accept the SBA Acceptable Internet Use policy at that time.
5. Use of any personal device as a wireless access point is prohibited during school hours or events
6. Students may not share or use each other's personal communication devices

B. Video and Audio Recording. In addition to digital cameras, video recorders, DVR's, etc., most personal communication devices, tablets, and computers have built in audio and video recording capability. Use of these devices, whether individually owned or provided by SBA, has the potential to cause embarrassment to students and faculty or otherwise invade privacy. Students are expected to use discretion and good judgment at all times when using these devices, specifically:

1. No audio or video recording may be done during class hours, unless assigned by a faculty member and under faculty supervision
2. No recording may be done in secret at any time. Any recording that is done as a part of a class assignment must be done with the permission of those involved
3. Posting of recorded media relating to SBA class assignments and projects to personal and social media sites, such as Facebook, YouTube, etc., is prohibited without permission from relevant faculty and from SBA Director of Communications
3. Sporting events and other extra-curricular events open to the public may be recorded for personal use

C. Computers and Computing devices. In keeping with Silverdale Baptist Academy goals of technology leadership, desktop computers, iPads (or other tablet computers) may be provided, either in computer labs, classrooms, or by assignment to students. In addition, students may, by choice or by recommendation, provide their own devices for classwork (Dual enrollment online classes, for example). Students will adhere to the following guidelines:

1. All computing devices, whether provided by SBA or by students are expected be in good working order at all times. All computer equipment should be handled with respect and care. Students should report any malfunctions to faculty or Technology department staff as soon as possible
2. All SBA owned devices are subject to inspection and content review at any time
3. Students are prohibited from accessing faculty, administrative and staff computers for any reason without explicit permission from the user/administrator of that computer
4. No computing equipment should be left unattended. SBA equipment must be returned to its storing location, if portable, and student owned equipment should be in backpacks or locked in lockers when not in use.
5. No student should share user name and password with any other student, nor lend or exchange SBA or personally-owned devices
6. No food or beverage should be present around any computing device, and no SBA-owned equipment may be used in the cafeteria.
7. SBA computers or iPads may not be defaced in any way with writing, drawing or stickers, including on any attached property/inventory label placed on the device by SBA
8. Any act of vandalism or destruction of SBA computing devices or the installed software will result in immediate loss of computing privileges and disciplinary action

D. Printers. SBA, at its sole discretion may make network printing resources available to students for class assignments and project work. This is to be considered a limited resource, used only as assigned by faculty and are subject to the following conditions:

1. No personal documents or files may be printed on SBA printers
2. Students must ask before printing and must know the location of the printed output, to be retrieved immediately after executing a print command. SBA faculty and staff will NOT deliver printed material to students and are not responsible for misplacement or loss.
3. Abuse of this resource may result in loss of printing and/or computing privileges

IV. Disciplinary Actions—Inappropriate use of communication devices

Violations of this policy, section III-A carry specific disciplinary actions detailed below:

- First Offense Phone or device will be confiscated for one full week. Parent(s) may schedule a conference with administration to have device returned sooner and the student will receive a detention. Failure to attend detention will result in a Saturday school.
- Second Offense Parent conference or phone conference will be required and the device will be confiscated for one full week. In addition, the student will serve a Saturday school.
- Third Offense Parent conference or phone conference will be required and the device will be confiscated for one full week. In addition, the student will serve a one day suspension
- Fourth Offense Disciplinary action will be at the discretion of SBA administration. The student will be placed on Behavior Probation

V. Acknowledgement of Policy

All users of SBA computer, network, and internet resources will agree to adhere to this Acceptable Use Policy, and to the following Code of Ethics, which applies to both school and home use of electronic devices and media:

I will strive to act in situations with honesty, integrity, and respect for the rights of others and to help others behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others in the use of communication and computing resources. I will strive to apply Philippians 4:8 and Psalm 101:3 in this endeavor.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think on these things.”

“I will set no worthless thing before my eyes.”

I have read this Policy, understand it, and agree to abide by the policy and Code of Ethics

Student (Please Print)

Parent or Guardian (Please print)

Student Signature Date

Parent/Guardian Signature Date