



Heritage Christian Academy Technology Use Agreement Policy Staff/Student

The purpose of this agreement is to provide Heritage Christian Academy (HCA) network, Internet and technology resources for educational purposes and authorized use of the Internet consistent with HCA's mission statement. This access shall (1) assist in academic achievement, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. This agreement may be modified at any time by HCA without notice to the user.

1. All computers, laptops, technology devices, programs, and student information provided by HCA are the property of the school and used for educational and communication purposes only.
2. Use of all technology by staff/students is to be consistent with HCA's mission and policies.
3. The use of all technology by staff or students including but not limited to computers, laptops, devices, Internet and network is a privilege. This privilege can be revoked or limited at any time for any reason. Appropriate reasons include, but are not limited to: computer usage not consistent with HCA's mission and policies, non-educational use, damage to equipment, accessing/altering secure information, launching viruses or harming the system or programs. HCA will periodically evaluate User usage to determine if specific usage is consistent with acceptable use policies. HCA reserves the right to restrict or remove a User Account to prevent unauthorized activity.
4. HCA may review the User Account, User activities, Internet use and computer use at any time even from non HCA owned computers and devices. Usage of all technology including computer systems by staff/students is not considered confidential or private. Electronic communications should not be considered private or secure.
5. With the additional use of specialized tracking programs that has the ability to monitor written words or what one views for potential safety concerns, any infraction of HCA policies performed on devices not owned by HCA, outside of school hours, will be brought to the attention of parents with no consequence from HCA administration. HCA wishes to approach this kind of infraction as a team approach with the parents showing discipleship and mercy. Parents can request administration to be involved with the discipleship if desired.
6. Technology usage including computer, Internet and network use is limited to educational use and communication only; all other purposes are forbidden including, but not limited to, political lobbying, advertising, or for-profit uses.
7. HCA uses an Internet filtering system; however no system will filter everything desired. Intentional access by a User of material that is inconsistent with HCA's mission and policies

will result in disciplinary action. HCA reserves the right to remove any material or access that is obscene, pornographic, abusive, contains profanity or otherwise objectionable.

8. User accounts are limited to the User only; use of an account by someone other than the registered User is forbidden. User's passwords are confidential and are not to be shared with others or used by others. Any problems arising on a User's account is the responsibility of the User. If a User believes a password has been lost or stolen it is to be reported to HCA's technology administrator immediately.
9. Account misuse: Misuse of the account will result in disciplinary action and/or suspension of account privileges. Misuse includes, but is not limited to:
 - ◆ Electronic communication that is harassing, fraudulent, embarrassing, sexually explicit, obscene, intimidating, unlawful, or inappropriate.
 - ◆ Modifying other User account information or data.
 - ◆ Misrepresenting other Users on the network.
 - ◆ Tampering or "hacking" into the system.
 - ◆ Interfering with Internet use by others.
 - ◆ Installation of copyrighted software.
 - ◆ Unauthorized copy or use of licensed copyrighted software.
 - ◆ Posting personally identifiable information about peers.
 - ◆ Knowingly attempting to bypass content filtering or Internet access proxies.
 - ◆ Non-educational access such as social media use.
10. HCA will cooperate with local law enforcement agencies if there is violation of the local, state or national laws.
11. HCA does not warrant that the functions of the system will meet any specific requirement the User may have, or that they will be error free or uninterrupted; nor shall HCA be liable for any direct or indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation or inability to use the system.
12. Installing software of any kind on school owned computers and devices is prohibited without expressed written consent of the technology administrator. Any claims or fees from installing without express permission will be the responsibility of the User.
13. Users are responsible for the proper use of equipment and will be held accountable for any damage to or replacement caused by using the equipment outside of normal and designated operation.

Usage of any technology, device, software, network, Internet at HCA constitutes acceptance of this policy.

Name _____ Grade _____ Date _____

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