

COMPUTER/ TECHNOLOGY/INTERNET USE POLICY

At FVL, technology is provided to students and staff to promote excellence in Christian education. Technology includes computer hardware and software, phone and voice mail systems, audio/video equipment, networks, and related services. Access is a privilege, not a right. Access demands responsibility from the users. Technology today gives students an opportunity to learn in new ways and to research information for their courses from around the world. At the same time, this technology may present challenges to our faith and ethics. To teach students the proper use of these technology resources, the following policy has been established:

- A. All computer/internet use at FVL will be governed by the Federal Electronics Communications Privacy Act (1986) and its subsequent amendments, or by the limits established by Wisconsin Statutes and Administrative Codes. Also, Christian stewardship, out of love for our Savior, will lead to the proper use of these resources.
- B. Students will receive a secure account on the FVL network for the purpose of learning computer applications and performing research through resources available the FVL network or through an internet connection. Inappropriate use will result in the loss of access to the system. All network activity is electronically monitored and can be viewed at any time by school officials.
- C. Submitting, publishing, displaying, or transmission of any material in violation of any Federal or state law or regulation is prohibited. This includes, but is not limited to, defamatory, inaccurate or abusive material, threatening or obscene material, as well as copyrighted material or material protected as a trade secret. Use of FVL computer resources for commercial activity, product advertisement, or political lobbying is prohibited.
- D. All use of technology must be in support of education and research, and be consistent with the purposes of FVL.
 - 1. No students are allowed to access non-school related chat rooms or to be "chatting" online. Likewise, use of web logs or "blogs" is to be school-related as well.
 - 2. Students are prohibited from using all social networking sites on campus such as MySpace, Facebook, or Xanga. In addition, postings by FVL students on these or other websites, or any other public forum that describe or depict sinful, illegal, or inappropriate behavior are prohibited and are subject to disciplinary action.
 - 3. No playing computer/online games is allowed.
 - 4. Students have been provided with school email accounts that are accessible on and off campus. In the interest of security, students are not allowed to access other email services on campus such as Hotmail, Yahoo!, Gmail, etc.
- 5. Checking of personal email accounts is prohibited during class without teacher permission. Email use during study hall is only allowed for class-related purposes. (Email is not guaranteed to be private--refer to letter B above. Improper messages will be reported to authorities.)
- 6. No student may create or publish a site or page that claims to represent the high school, its teachers or administration.
- E. Users are to follow the accepted rules of Christian behavior and network etiquette. These include, but are not limited to, the following:
 - 1. Use of appropriate language. No cursing, vulgarities, or abusive language.
 - 2. Do not reveal personal information including your (or another's) address or phone number to others.
 - 3. Do not share your password with others or use another person's account. (The consequence is loss of access to the system for 4 weeks.)

4. Do not disrupt the use of the network by others, such as downloading excessively large files.
- F. The following uses are considered a threat to the FVL technology system and are not permitted. Disciplinary steps may include warnings, loss of credit, loss of computer use, removal from class, suspension, or expulsion at the discretion of the school administration.
1. No student is allowed to load any material onto the FVL network or computers from computer disks, CD's or USB drives without the permission of their classroom teacher or the technology staff.
 2. No student is may install any software on a school computer without the permission of their classroom teacher or the technology staff. They are also not permitted download or store executable or installer files (e.g., exe, msi) on any school computer or on the network.
 3. No student is to tamper or "hack" into any network resource including school administrative or gradebook files.
 4. No student is allowed to log in as an administrator or teacher.
 5. No student is allowed to use faculty computers unless they are directly supervised by a faculty member.
 6. No student is allowed to connect their personal laptop computer to the FVL network without the permission of their classroom teacher or the technology staff. Use of laptops in classrooms will be determined by individual teachers and their respective classes.
- G. Users must notify the technology staff or their classroom supervisor of any security problems or damage to computers they are using. Vandalism will result in the loss of privileges, appropriate fines for restitution, and possible referral to the school's police liaison officer. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, wiring or the data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.
- H. Students must save all personal documents to their personal directory. Files stored at any other location may be erased. Students are allowed to access their FVL student account from a remote/home computer under the guidelines of this policy. FVL makes no warranties of any kind, whether expressed or implied, for the technology service it is providing. Loss of data, accuracy, or quality of information is not the responsibility of the school.
- I. Students are to use printers only for classroom-related work. Each student will receive an account of \$15 at the beginning of the school year and will be charged 10 cents for each regular black and white page printed. Should the entire amount be spent, additional money will need to be deposited by the student at the front office before additional printing can be done. Print account balances WILL NOT be refunded at the end of the school year.
- J. A color laser printer will be provided for student use in the writing lab. The charge will be \$1 per regular printed page. Students will pay via their student ID.
- K. Students are to follow all regulations posted and the directions of all supervisors in computer labs and where computers are in use. No food or drink (including water bottles) is allowed in computer labs or at computer stations. (*Revised: 6/5/07*)