CALVARY ACADEMY

Technology Usage Regulations

Calvary Academy is committed to providing ease of access to and extensive use of technology in support and enhancement of learning for all Calvary Academy learners. It is also necessary that staff members, students and any other users abide by federal and state laws and Calvary Academy regulations governing the use of Calvary Academy's technology. Accordingly, staff members, students and their parents must acknowledge their agreement to abide by these requirements by completing an application/permission form to use Calvary Academy systems. A school official may authorize use without a user agreement on an exception basis. More specifically, users are expected to follow the provisions of the Acceptable Use Policy as delineated below:

1. Practice common rules of courtesy and consideration
2. Respect the privacy of individuals and organizations
3. Examine, delete, copy or modify only files, passwords or data for which the user himself/herself is responsible, assume and use only one's own identity, and forward personal material only with prior consent
4. Protect the confidentiality of one's personal ID and assume responsibility for all actions attributable to one's personal ID
5. Use Calvary Academy's and other parties' passwords and accounts, and access fee services, only if properly authorized to do so, and assume responsibility for one's actions when use is authorized
6. Use only properly licensed software, audio or video media purchased by Calvary Academy or approved for use by Calvary Academy, adhere to the limitations of Calvary Academy's technology licenses, and copy software, audio or video media for home use only when permitted by Calvary Academy's license and approved by a Calvary Academy employee authorized to grant permission
7. Respect the integrity of computing systems by not infiltrating or damaging computers or computing systems, damaging or destroying data or software, engaging in "hacking" activities, introducing "viruses", or developing programs to harass or offend other users
8. Be accountable for damage one causes to Calvary Academy technology and the costs incurred, or causes Calvary academy to incur, due to misuse and abuse of Calvary Academy technology
9. Use only language and access only material that respects the rights and dignity of others and is unlikely to disrupt the orderly operation and discipline of the school, i.e., using email, electronic data or other network access to harass, intimidate, bully, threaten, insult, defame or harm others in any way
10. Refrain from accessing or viewing sexually explicit materials or displaying or disseminating information
11. Place and receive only lawful information on or through Calvary Academy electronic systems

12. Be aware of the hazards of, and cautious about, sharing personal phone numbers, addresses and other personal information about oneself or others via electronic means
13. Obtain approval of the Director of Technology before running network discovery, monitoring systems or peer-to-peer file sharing systems
14. Use Calvary Academy technology for incidental personal purposes only so long as such does not interfere with job performance, hinder the use of technology for the benefit of students, damage any system, jeopardize the safety, security or usefulness of any system, nor violate any law or policy
15. Refrain from conducting a private business or enterprise for personal gain, soliciting or advertising for profit, engaging in political organization activity or political fund-raising, downloading large non-job related files, or accessing objectionable or harmful materials
16. Be aware of and comply with copyright, privacy, defamation, obscenity, or criminal and any other law which relates to the use of technology
17. Conform with the stipulations in other Calvary Adademy policies such as regarding the restrictions on transmission of personally identifiable student information
18. Promptly report suspected violations of these procedures to the appropriate authority

Users should be aware that all information stored in Calvary technology resources, including files deleted from a user's account, and all use of technology are subject to access, monitoring, review and interception by authorized personnel at any time. Inappropriate use of technology may result in withdrawal of the privilege and/or disciplinary or legal action.