

**Lacombe Christian School
Student Computer Use Policies**

Introduction

We are blessed to have a computer room and Internet access at Lacombe Christian School. These tools are useful to students in a variety of ways and enhance the process of education. The following rules are necessary to protect the students and the school community as a whole. Please read them carefully. If you have any questions please contact the school (office@lacs.ca or 403-782-6531)

Computer Room - General User Agreement

All students using the computer room should be aware of the following:

1. Students are not to damage or disassemble computers, printers, keyboards, mouse, etc. Students will have to pay for any damage done to computer lab equipment. Any malfunctioning equipment should be reported to the supervising teacher as soon as possible.
2. If a student becomes aware of a security problem (including compromise of passwords), the student will report the problem to the supervising teacher as soon as possible.
3. Each student will be assigned one computer to use. Students will not be permitted to use other computers without permission from a teacher.
4. Each student will choose a password to access their computer. Do not reveal your password to anyone. If you suspect that someone knows your password see your teacher to obtain a new password as soon as possible.
5. Use the printer only when you are sure you wish to print. Don't waste paper by making excessive use of the printer.
6. If you have saved information on a disk from your home computer, see your teacher to have it transferred to your folder.
7. When leaving the computer lab:
 - a. Log out of your account
 - b. Leave computer and monitor switched on.
 - c. Push in your chair.
8. Students who wish to use the lab during noon hours or at other times during the school day must receive permission from their teacher.
9. Students will not normally be permitted in the computer lab before 8:45 AM or after 3:35 PM.
10. **No food and drink is allowed in the computer lab.**

Internet User Agreement

1. Students will only be permitted to access the Internet when a teacher has given approval and is directly supervising the students.
2. Students will not be normally permitted to use instant messaging or “chat”, that is, to directly interact with unknown (or known) people.
3. Students are not to reveal any personal information about themselves or their families to anyone on the Internet. This includes name, address, phone number, email address, family member’s names.
4. Students are not to intentionally search for or enter Internet sites that contain pornographic or obscene materials, hate or racist propaganda, abusive, threatening or inappropriate language. There are filters to prevent viewing of these sites, however in the event that a site is not filtered, students are required to report any accidental entrance to such sites to their supervising teacher immediately.
5. Students are not to download or install any software from the Internet.
6. A history of Internet sites visited by students is maintained on each computer. Random checks of students internet use will be made from time to time.
7. Lacombe Christian School administration will deem what is inappropriate use of the Internet and or computer lab facilities and the decision of administration, in consultation with the teachers and school board if required, will be final.

Portable Computer Lab Policy

1. Care of Laptops

a. Protection/Security

- i. Students are responsible for the safety and security of the laptop issued to them. The laptops must be under the students’ control or stored in the locked laptop cart.
- ii. The laptops may only be carried in a proper and safe manner. Laptops must not be placed in positions (such as on the floor in hallways or classrooms) where other students may accidentally step on them, drop book bags on them or in any other way cause damage to the laptops. Laptops must be carried with both hands. For use, the laptops must be placed on a desktop or table top only, never on the floor. Tables and desktops should be free of unnecessary books and other equipment. Laptops may never be placed in book bags.

b. Abuse/Neglect

- i. Students must treat the laptop with the care and respect required for an expensive electronic device. ***Failure to do so may result in the student’s family being assessed an abuse/neglect fee for the diagnosis and repair of***

the laptop. If the laptop is broken beyond reasonable repair, the student will be assessed the fair market value of the laptop as a fee.

- ii. Students must keep all food and drink away from the laptop at all times. Care must be taken when using USB devices – the USB ports may break off if devices aren't plugged in and pulled out with care.
- iii. Students must physically handle the laptop in the manner directed during laptop orientation. The laptops may not be picked up by the screen or carried by the corner of the case as there is too much danger of damage to the unit.

c. **Damage/Problems**

- i. Students must report any damage or problems to the Technology Department immediately for documentation and/or repair. Failure to do so may result in the assessment of abuse/neglect fees.

II. **School Use**

a. **Classroom**

- i. The teacher has sole discretion over student use of the laptops in their classroom.
- ii. Teachers may inspect student laptops, and any files and folders, at any time during their class.

b. **Video/Audio**

- i. Students may never use their laptop to watch DVD's, streaming video or any other video files, except those approved by a teacher for a specific class, while at school.
- ii. Students may not load any music or video files onto the hard drive of their laptop except those approved by a teacher for a specific class.

c. **Internet**

- i. When accessing the Internet, students must abide by the Lacombe Christian School Computer and Internet Use policy.

Email Agreement (for Junior High Students Only)

1. Students in junior high will be assigned their own email address. It is to be used primarily for communications between students and teachers, but may also be used for student communication on school related work.

2. Use of email at school will only be done under direct supervision of a teacher.
3. Students may access their school email address at home; however, use is restricted to school use only. It is not to be used for personal email.
4. The school's network administrator has access to and will monitor student email use.
5. Students will choose a password to access their email. This password is not to be shared with anyone else.
6. Students are not to send inappropriate, obscene or threatening emails. Students will report any abuse of email to their teacher as soon as possible.
7. Students who fail to abide by these email policies will have their email and/or computer privileges suspended or cancelled.