BETHLEHEM CHRISTIAN SCHOOL
INTERNET ACCEPTABLE USE POLICY

January 4, 2008

INTRODUCTION

Bethlehem Christian School (BCS) has developed this policy in order to maximize the benefits of our computer resources and minimize potential liabilities in both the educational process as well as the general operation of the School. It is the desire of BCS to provide the Board of Trustees, students, teachers, staff, associates, and volunteers ("Users") with access to electronic forms of media and services, specifically the Internet and the World Wide Web.

PURPOSE

BCS encourages the use of the Internet and the World Wide Web as a source of educational instruction as well as a means of making communication more efficient and effective. The BCS connection to the Internet (both wired and wireless), all associated networks, and electronic media and services provided by BCS are the property of the Bethlehem Christian School Association. All users of BCS Systems are obligated to use them responsibly, ethically and lawfully, glorifying God in all aspects of usage.

Should a parent prefer that a student not have Internet access, use of the computers is possible for traditional purposes such as word processing, data management, and curriculum-based instruction.

To endure that all Users are responsible, the following guidelines have been established for using email, Internet, and all associated networks. No policy can lay down rules to cover every possible situation. Instead, it is designed to express BCS's philosophy and set forth general principles when using electronic media and services.

PROHIBITED COMMUNICATIONS

Electronic media, email, the Internet, and the World Wide Web cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory , harassing, defamatory, threatening, or derogatory to any individual or group;

2. Obscene, sexually explicit, or pornographic;

3. In violation of any license governing the use of software; or

4. Engaged in for any purpose that is illegal, immoral, or contrary to BCS policy or Biblical principles.

PERSONAL USE

The electronic media, email addresses, Internet service and the connections to the Internet, both wired and wireless, provided by BCS are primarily for the educational purposes of the students and for business use to assist the Users in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-educational, non-business purposes is understandable and acceptable

with the exception of managing or reviewing any form of social networking sites. BCS recommends that all confidential email should be sent in an encrypted format to prevent unauthorized access. All such use should be done in a manner that glorifies God and does not negatively affect the systems' use for their educational and business purposes. All Users are expected to demonstrate a sense of responsibility and not abuse this privilege.

ACCESS TO USER COMMUNICATIONS

Generally, electronic information created and/or communicated by a User using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, blogs, instant messaging, bulletin board access, and similar electronic media is not reviewed by BCS. However, the following conditions should be noted:

BCS may routinely gather logs for most electronic activities or monitor User communications directly, e.g., email sent/received, web sites accessed, email addresses used, etc., for the following purposes:

1. Cost analysis;

2. Resource allocation;

3. Optimum technical management of information resources; and

4. Detecting patterns of use that indicate Users are violating BCS policies or engaging in illegal activity.

BCS reserves the right, at its discretion, to review any User's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other BCS policies, including but not limited to the BCS Computer Use Policy.

Users should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means to accomplish the transmission.

SOFTWARE

To prevent computer viruses and other malware from being transmitted through the BCS computer systems, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through the BCS Technology Department may be downloaded. Users should contact the Network Administrator if they have any questions.

PORTABLE DEVICES

Users who have portable computers and/or other devices that have been granted access to the systems with wireless technology agree to and are required to maintain strict control over their devices. It is expected that only the approved User of that device have access to BCS systems. Unauthorized use of the BCS system through wireless means and the sharing of security codes is a violation of this agreement is subject to the removal of wireless permission by the BCS Information Technology Department.

SECURITY AND APPROPRIATE USE

Except in cases in which explicit authorizing has been granted by the BCS Information Technology Department or The BCS Board of Trustees, Users are prohibited from engaging in, or attempting to engage in:

Doubts concerning any topic in this policy should be raised with your principal before proceeding.

1. Participation in letter chains, pyramid systems, gambling or computer games;

2. Hacking or obtaining access to systems or accounts they are not authorized to use;

3. Using other Users' login-ins and/or passwords;

4. Breaching, testing, or monitoring computer or network systems, and security measures.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other Users to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the owner of the copyright.

INTERNET SEARCHING

Use of the Internet must be tempered with common sense and good judgment. Searching the Internet as a method of classroom instruction, research, or a class project during class time with students observing is prohibited. Faculty and staff are directed to conduct appropriate research prior to classroom or project use and direct students to resources that have been previously evaluated and are in compliance with this document.

PARTICIPATION IN ONLINE FORUMS

Users should remember that any messages, postings, or information sent on BCS provided equipment or sent via access to BCS electronic networks – for example, Internet mailing lists, bulletin boards, blogs, instant messaging services, social networking, and other online services – are statements identifiable and attributable to Bethlehem Christian School.

BCS recognizes the validity of participation in some forums for the purpose of supporting the BCS mission as a whole.

VIOLATIONS

Any User who abuses the privilege of their access to email or the Internet in violation of this policy will be subject to corrective action, including loss of use of any or all BCS systems, possible termination of employment or involvement, legal action, and criminal liability.

STUDENT PROXY

BCS recognizes and acknowledges that students below the fifth grade may have difficulty understanding and comprehending the intent and purpose of this document. Furthermore, such students may not recognize the potential dangers, troubles, and ramifications of engaging in activities that are not supported by this document. In such cases, BCS appoints by default of their position, the classroom teachers to act as proxy and on behalf of the students. In doing so, BCS expects the teachers will model and uphold the expectations expressed herein when using technology in the classroom for educational and non-educational purposes.

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❏ My child may use the Internet according to the rules set forth in this policy.

<div align="center">OR</div>

❏ My child is not authorized to use the Internet.

     I have read the BCS Internet Acceptable Use Policy and agree to ensure that my child and/or I will abide by these rules and guidelines, and will be responsible for any damages my child and/or I may cause by willfully disobeying these guidelines.

     I understand the Internet can be a valuable source of information and research but must be tempered with common sense and good judgment. I acknowledge that although BCS makes a best practices effort to protect my child from potentially viewing negative material from the Internet, unforeseen situations arise in which my child may be momentarily exposed to such material. I will not hold BCS responsible in these situations but will cooperate fully with the Faculty, Staff, Administration, and School Board of BCS as the issue is addressed and resolved.

Date: _____

Signature of Parent/Adult: _____

Printed Name of Parent/Adult: _____

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