



Anchorage Christian Schools

Preschool • Elementary • Junior High • Senior High

Student Internet/Computer Account Application

Date: _____

Grade: _____

First Name: _____ M.I. _____ Last Name: _____

Statement of Responsibility:

Access to computer, facilities, and equipment is granted to students of ACS for the purpose of conducting ACS class assignments and research with the understanding that such access is a privilege and carries with it certain responsibilities. Access is revoked upon withdrawal from ACS. Use of the equipment to interfere with the privacy or security of other users, for personal financial gain or use that is in violation of current ACS computing policies or the ACS Standard of Conduct is prohibited and may result in the loss of computing privilege or school discipline. A username is to be used only by the individual to whom it has been assigned. Usernames may not be borrowed, loaned, bought or sold. ACS reserves the right to disclose the identity of a user to appropriate authorities in the course of a bona fide investigation of alleged misuse.

While at school, the only e-mail account students may access is their ACS Office 365 e-mail account. All other e-mail accounts should be accessed from home.

Your signature below indicates you have read and agree to the Statement of Responsibility as stated above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Anchorage Christian Schools Computer Resources Statement of Policy

ACS provides each student grades 3-12 with a Microsoft 365 account. Access to ACS computer systems is a privilege available to qualified students. Each student has the responsibility to help maintain the computer and networking resources to which they are given access.

It is important that ACS students use our computer resources responsibly. Irresponsible use of these critical resources poses a threat to its continued availability to the school, and justification for the support of a system suffers when disruptive abuse occurs.

Anyone who seeks to gain unauthorized access to the computer resources of ACS (e.g. trying to break into accounts or computers without proper and documented authorization), who disrupts the intended use of the network system, who wastes resources (people, capacity, computers) through such actions, or who destroys the privacy of the users shall lose this privilege and be subject to the penalties described in the usage policy. All users of computer resources are responsible for their accounts and passwords, and must not share them with anyone. Appropriate electronic communications are little different from appropriate face-to-face communications, and carry with them the same obligations for truth, honesty, and commonly acceptable social and moral standards. Profane, obscene, or abusive language or messages are inappropriate and shall not be tolerated.

All ACS computer and network users must agree to comply with the spirit as well as the language of this statement of ethics as a prerequisite to use of computer resources.

The use of the Internet and access to ACS email is provided for school related projects. ACS students, who wish to use the Internet, do so at their own risk, and ACS is not responsible for any communication arising out of their authorized use of the Internet. In the event you access Internet sites or receive communications you consider inappropriate, please immediately advise your teacher, the elementary or secondary office so that actions can be taken to minimize reoccurrence. If periodic network monitoring reveals inappropriate communication (pornographic, abusive, slanderous, vulgar) that has not been reported, students will be considered to have willfully participated in such communication and appropriate disciplinary action will be taken in accordance with the ACS computer usage policy that follows.

ACS is in compliance with CIPA (Children's Internet Protection Act)

Internet, Email and Network Usage Policy

ACS provides computing resources and worldwide network access (Internet) to qualified members of the school and support staff for legitimate school purposes. All students of ACS using Internet, email, and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. Specific usage policies and guidelines follow, but may not be all-inclusive. All policies are subject to change as the Internet/Email and computing network environment evolves.

Each person using ACS computer and network resources should:

1. Take no actions that violate Anchorage Christian Schools Student Handbook and Standard of Conduct.
2. Abide by security measures implemented to protect information, data, and systems. Examples of adhering to this policy include periodic establishment of new passwords for your computer accounts, and limiting use to only the registered account owner. Examples of misuse include using a computer account and/or obtaining a password that you are not authorized to use, using the computer network to gain unauthorized access to any computer system, and using a "sniffer" or other methods in an attempt to "crack" passwords.
3. Understand that your ACS Office 365 email account is to be used for official ACS school communications. Personal email communications between family and friends that are not school related should be done on personal time. **Due to security and virus concerns email services such as Hotmail, Yahoo, GCI, ACS Alaska, etc. are not to be accessed on Anchorage Christian Schools' computers.** Please access those services at home.
4. Use computer and network resources efficiently. Playing of non-educational computer or network games is prohibited as are social media programs such as Facebook, Twitter, etc. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited mail individually or via list servers and/or newsgroups and sending "chain letters" or engaging in "pyramid" schemes.
5. Use ACS printers located in the learning lab, library and school offices are for school purposes only. Using school printers as a "copy machine" to print multiple copies of a document is prohibited.
6. **Ensure the use of computer resources and network is school oriented.** Use of your MS 365 account or the network for profit or commercial gain is prohibited. Examples include using your computer account for engaging in consulting services, advertising products/services, and/or other commercial profit-based endeavors.
7. Respect copyright and intellectual-property rights. Users must adhere to the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.
8. Ensure others are free from harassment or intimidation. Do not use computer systems to send, post, or display offensive, abusive, slanderous, vulgar, or defamatory messages, text, graphics, or images. This includes harassment and intimidation of individuals on the basis of race, sex, ethnicity, disability, etc.
9. Respect ACS property. Misuse of ACS property includes, but is not limited to, theft or damage of equipment or software, knowingly running or installing computer viruses or password cracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the

physical computer network/hardware, or attempting to degrade the performance or integrity of network or computer system.

11. **Do not open email attachments from unknown sources.** Suspect all email attachments from sources outside of ACS. If a source or attachment is questionable, notify your teacher or the secondary or elementary office before opening.
12. Understand all work done on ACS computer resources is the property of the school and can be accessed at any time by the ACS IT staff, Chief Administrator or his designee.

Consequences of Misuse and/or Non-Compliance

Misuse of computing and network resources or non-compliance with written usage policies may result in one or more of the following consequences:

- Temporary deactivation of computer/network access
- Permanent deactivation of computer/network access
- Disciplinary actions by your teacher or the school office
- Suspension or expulsion from ACS
- Subpoena of data files
- Legal prosecution under applicable Federal and State laws
- Possible penalties under the law, including fines and imprisonment

In summary:

Our computers and network equipment are school provided resources to help you as a student carry out your assignments at Anchorage Christian Schools.

Do:

1. Look for new ways to use our computer and network to simplify your work load.
2. Consider how these resources can reduce the amount of time and effort spent performing your work.
3. Take steps to protect both the equipment you are provided and the communications you create using it.
4. Be sure the time and effort spent using computers will be justified by the impact it will have on your ACS project.
5. Use your MS 365 programs including e-mail, MS Word, MS Excel, etc.

Don't:

1. Use computers for non-school related activities.
2. Share your passwords, equipment, software, and files with anyone without permission from your teacher.
3. Add your own personal software or devices to existing ACS equipment.
4. Use computers to do tasks that could be accomplished more efficiently by hand.
5. **Access personal email such as Hotmail, Yahoo Mail, GCI, ACSAlaska, etc. accounts on school computers.**