Anchorage Christian Schools Computer Resources Statement of Policy

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.

The reliable operation and responsible use of computer resources are of common interest and concern for its qualified users, operators, and sponsors. 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 is provided for school related research. 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 ACS technical staff 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 students of ACS for legitimate school purposes. All students of the ACS utilizing Internet 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 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. **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 computer or network games is prohibited as are other high use applications such as chat programs (i.e. AOL Instant Messenger).

5. Use ACS printers located at the media center/offices/library are for school purposes only. Using school printers as a "copy machine" to print multiple copies of a document is prohibited. 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.

6. **Ensure the use of computer resources and network is school oriented.** Use of your computer 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. 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.

8. 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.

9. **Use of e-mail is prohibited.**

10. Understand all work done on ACS computer resources is the property of the school and can be accessed at any time by the 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 taken by supervisor
- 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. When you think the amount of time needed to perform a task does not justify the return, talk it over with your teacher first and consider consulting the computer technical staff) to explore how the number of steps the task takes can be reduced.

Don't:
1. Use computers for non-school related activities.
2. Send or receive e-mail.
3. Share your passwords, equipment, software, and files with anyone without permission from your supervisor and the computer department.
4. Add your own personal software or devices to existing ACS equipment without permission from your supervisor and the ACS technical staff.
5. Use computers to do tasks that could be accomplished more efficiently by hand.
6. **Access personal email such as Hotmail, Yahoo Mail, GCI, ACSAlaska, etc. accounts on school computers.**