



## Acknowledgement of KCA Computer Acceptable Policy

Technology is used at KCA to support teaching and learning. Users of the school's computers, network and Internet are responsible for their actions and such use must be consistent with the academic and spiritual goals of the school. Computer use is given to students who agree to act in an appropriate manner and follow school policy when using the system. School staff may monitor or review files to maintain system integrity and to ensure responsible and appropriate system use.

### Student understands and agrees to the following:

1. I understand that the use of technology is a privilege, not a right and inappropriate use will result in the cancellation of those privileges.
2. I will use the technology equipment for education purposes only in a manner consistent with the academic and spiritual goals of the school.
3. When using school computers I will 1) be polite, 2) Use appropriate language, 3) Not use the network in such a way that I would disrupt the use of the network by others.
4. I will treat all technology equipment with care. Vandalism will result in the cancellation of my privileges and other disciplinary actions.
5. I will not install 'pirated software' or knowingly use diskettes with viruses on any equipment
6. I must have teacher permission before I download any files.
7. I will always log off my workstation after finishing, and only use my authorized user name/password
8. If I receive an email account I will use good manners, appropriate language, and adhere to the Student Standard of Conduct for appropriate behavior
9. I will keep my password private and respect other's passwords
10. I will not open, delete, move, or modify another person's files without their permission
11. I will only use the Internet for appropriate learning activities. I understand that I am not allowed to search for or use inappropriate sites on the Internet.
12. If I accidentally connect to an inappropriate site, I must immediately disconnect from the site and notify a KCA staff member.
13. I recognize and honor the intellectual property of others. I will comply with legal restrictions regarding plagiarism and the use and citation of information resources.
14. I will not use the school computer as a tool to bully, insult or harass others or post information that could cause damage, danger or disruption

### Teacher:

I have discussed these rules with my student and I feel that my student is thoroughly aware of KCA's expectations for technology use. My student agrees to use the technical equipment for individual work or in the context of classroom assignments and projects. I agree to continually review with my student the acceptable use of the technology equipment at KCA.

### Parent:

I have discussed these rules with my child and my child agrees to follow them.

### Student:

I understand the rules of the Computer Use Policy and agree to follow them. I understand that if I do not follow them I may have my computer privileges restricted or taken away

\_\_\_\_\_  
Name of Student (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date