

Acceptable Use Policy

Hanford Christian School

Revised July 6, 2017

Hanford Christian School has been blessed with funds to provide a technology-rich environment. The use of technology at HCS is a respected privilege, not a right. Students violating the guidelines in this policy will receive appropriate disciplinary action, depending on the type and severity of the violation as deemed by administration.

As Christians we are called to be stewards of God's creation. HCS expects users of technology to act responsibly with the resources available to them. This means respect for:

- Others' needs
- Others' values and well-being
- Property
- Privacy
- Authority

These guidelines are described in more detail below. However, these details do not limit the extent to which the policy can be enforced.

Others' needs

Students should show respect for the technology available, knowing that other students will use it as well. It is important that students in the computer lab leave their areas neat and organized for the next student. Students' use of computers should firstly be geared toward academic purposes. If students finish their primary work or goals, they should ask permission to work on other school-related or learning tasks.

School computers are meant to display the Hanford Christian logo as the wallpaper background. Searching for images to replace the wallpaper is not a valuable use of time and should not be done with any school computers. Attempting to install or execute programs and applications without permission from HCS is not allowed.

Others' values and well-being

HCS expects all students to show respect for others in their words and actions. This respect applies to students' use of technology and electronic communication as well. As image bearers of Christ, students should demonstrate integrity in the way that they interact with others. Any sort of degrading communication is unacceptable, whether it is through email, social networking, or displaying inappropriate material.

Property

Acquiring and maintaining appropriate technology can be a large expense. Therefore, it is important that all users of technology do their part in maintaining it properly. This means that all devices should be treated with care. Students should be careful not to destroy any peripheral devices, such as keyboards, mice, and headsets. Students should also exercise caution when printing. Permission to print should be obtained by a teacher in order to limit waste of paper and ink.

Besides physical property, intellectual property must also be respected. Accessing others' work without authorization is a violation of this policy. When using other people's work, it is necessary that you cite your sources accordingly to avoid plagiarism.

Privacy

With the shift to digital information comes the difficult task of maintaining privacy. Maintaining privacy is something that all students must strive to do. Students should be aware that information sent over the internet can possibly be breached. Therefore, students should not risk transmitting their own or others' personal information in an unsecure manner.

Authority

Employees of HCS must be respected by all students. Just as students should strive to maintain proper classroom and social behavior, they should also respect their authority through the use of technology. Any time students are using technology, they should respect the teacher's instructions and should not use the technology for non-academic purposes.

HCS has placed security measures to block websites that may contain inappropriate content. Any attempt to bypass or tamper with these security measures is unacceptable. In order to ensure that the technology is being used appropriately and for educational purposes, HCS reserves the right to monitor student activity, including communication and files. Students attempting to delete their "footprints" will be subject to violation of this policy.

I agree to comply with the standards in this policy.

Student Signature _____

Printed Name _____

Date _____

As the parent or legal guardian of the minor student signing above, I agree to support HCS in the enforcement of this policy.

Parent's Signature _____

Printed Name _____

Date _____

Portions of this policy have been adapted from
Calvin College's [Responsible Use of Technology](#)