



Dear Parents/ Guardians:

Hillcrest Lutheran Academy provides Internet/Computer services on its campus for use by enrolled students. We are connected to the Internet through a high speed DSL (digital subscriber line) that is linked to our campus. With improved technology, we offer a complete classroom lab, a student-use lab, and at least one computer in each classroom. Our curriculum offers courses in Computer Applications, Web Page Design, Desktop Publishing, Computer Programming, and Computer Aided Drafting. The Beacon (annual yearbook) is drafted on the computer using Office and Adobe applications.

These technology opportunities require greater student responsibilities. It is important that you and your child READ the enclosed "Internet Use Agreement" and other materials, and DISCUSS them together. Once your child receives an account and password to use on the computer, they will be held accountable to the guidelines. Inappropriate use will result in the loss of computer privileges, along with other disciplinary action that may be necessary.

Please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. **Your child should never let anyone else use his/her password to access the network.** Your child is fully responsible for any activity that happens with his/her account.

Use of the Internet and school computers will generally be supervised by staff. Please also know that our school uses a software program that tracks all internet activity and retains logs with times and date history. This material is monitored by designated HLA staff, who confidentially report to the school administration. Additionally, our school network uses a filtering system to prevent controversial keywords and sites. Please be aware, however, that there is unacceptable material and communications on the Internet that your child could access despite all our precautions. We encourage you to discuss the importance of responsible and appropriate use of our computer system with your child.

Please return the signed consent forms to us as soon as possible, stating whether or not you would like your child to have internet access on their user account.

Sincerely,

Jeff Isaac, HLA Principal

Jason Walkup, Technology Coordinator

Charlie Brue, Computer Department Chair

*To gain access to the HLA network, **all** students attending Hillcrest must return a form with parental permission and sign a contract agreement stating their knowledge of and submission to the schools "Internet-Terms and Conditions." The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understands their significance.*

2011-2012 Hillcrest Lutheran Academy Acceptable Use Terms and Conditions & Discipline Policy

- 1) Students may use the computer network for: 1) homework 2) internet research, and 3) communications, i.e. e-mail.
- 2) Access to network services is granted to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Inappropriate use will result in a suspension or cancellation of internet privileges. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner. Each individual is required to use his/her account and password exclusively, and will be legally accountable for misrepresenting themselves or the school.
- 4) Use of instant messenger or chat programs during the school day are considered unproductive and a misuse of computer privileges. Using Hillcrest computers for entertainment, games, playing or downloading of media content will result in restriction of school computer access.
- 5) Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- 6) Users are not permitted to transmit, receive, submit, or publish any degrading, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- 7) Physical or file system tampering with computer resources will not be tolerated. Damaging computers, computer systems, or our computer networks will result in cancellation of privileges and the assuming of repair/replacement cost.
- 8) Users may not install or remove hardware or software on any school computer or network hardware without approval by the HLA systems administrator.
- 9) Users must respect all copyright laws that protect software owners, artists, & writers, as per local, state, and federal laws.
- 10) Security on any computer system is a high priority, especially when the system involves many users. If you are aware of a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others.
- 11) Using someone else's password or trespassing in another's folders, work, or files is never permitted. Attempts to log-on to the network as anyone but yourself will invite disciplinary action and may result in cancellation of user privileges.
- 12) Hillcrest Lutheran Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any charges or usage fees, nor for damages any user may suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the internet is at user's own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
- 13) All local, state and federal laws must be observed and respected while using computers and our network system.

The following procedures will be followed in the event that Internet Use agreement contract is broken by users.

First Offense: Banned from using the Internet for 30 Days, Parent contacted

Second Offense: Banned from using a computer in the school for the remainder of the academic year (If the infraction occurs within one month of the end of the school year consequences will continue for the following school year for two months), Parent conference

Third Offense: Five day suspension from school for willful defiance; possible expulsion

Fourth Offense: Expulsion from school

Computer Lab

Guidelines for Computer Usage:

1. Student Computers are located in Computer Lab “J” and the Computer Lab next to the library. Computers are available to any student who is registered at HLA with a user name and password. Any student with a user name in the HLA system has a signed computer contract (with parental assent) on file, and understands our “appropriate use” policy and “consequences for violation” of computer usage.
2. These computers will be assigned to students by the supervisor, on demand, based on the following priorities:
 - Homework – 1st priority
 - Web research – 2nd priority
 - E-mail / communications – 3rd priority
3. The supervisor will establish fair time frames for optimal use by students, and reserves the right to remove any student from a computer to meet computer demand.
4. Only one student is permitted at each computer station, unless permission is given by the supervisor where such collaborative efforts are required.
5. Please refrain from:
 - a. Playing games at any time.
 - b. Borrowing other student’s user names and passwords at any time.
 - c. Watching DVD movies, listening to music, or creating other distractions to the quiet study hall environment.

I have read the Hillcrest Acceptable Use Terms and Conditions & Discipline Policy and agree to follow the guidelines contained. I understand that the school computing resources are designed for educational purposes. I also understand that it is impossible for Staff of Hillcrest Lutheran Academy to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the school network. I accept the responsibilities that come with the privilege of computer access at Hillcrest Lutheran Academy. If I do break my agreement to comply with established rules and policies, either by negligence, irresponsibility or intention, I accept the above discipline procedure as fair and just.

Students Name (Please Print) _____ Date _____

Students Signature _____ Parents Signature _____