ACCEPTABLE USE POLICY AND SOCIAL MEDIA CODE OF CONDUCT

Reasons for This Policy

Ivy League Christian Academy ("ILCA") is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects.

ILCA has adopted this Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by ILCA. Every year, students who want computer network and Internet access for that upcoming school year need to sign and submit a copy of the Policy to ILCA. Students also must have their parents or guardians sign this Policy. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand that ILCA may revise the Acceptable Use Policy, as it deems necessary. ILCA will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students and parents or guardians.

Computer & Internet Uses

Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of Ivy League Christian Academy, parents, and community members. The use of the Internet and computer equipment within ILCA is a privilege. Violation of this policy can result in the loss of computer access privileges.

Acceptable Uses

All Internet or computer equipment use shall be consistent with the purposes and goals of ILCA. It is imperative that users of the Internet or computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

Impermissible Internet & Computer Equipment Uses

The following uses of the Internet & computer equipment are prohibited:

Any violation of posted computer lab rules, applicable school policy, or public law by such use;

1. Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;

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1. Any attempt to bypass school security, including Internet filters, is forbidden.
2. Twice before posting, it is digitally permanent. Privacy does not exist in the world of

 Social Media.

1. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming,  harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by means of e-mail, instant messages, and material posted on Web pages or Web logs (“blogs”)
2. Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
3. Any violation of copyright, trade secret or trademark laws;
4. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource;
5. Any attempt to access information beyond the users authorized access to any electronic information resource;
6. Any destruction, defacement, theft, or altering of school equipment;
7. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

Monitoring

ILCA reserves the right to monitor and review any material on any electronic device at any time in order for the school to determine any inappropriate use of computer resources. The staff will make a reasonable attempt to supervise student use of the computers, in a manner that is appropriate to the students’ age and the circumstances of use.

Disclaimer of All Warranties

ILCA makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or computer equipment. Neither ILCA nor any supporting Internet services will be responsible for any damages that an Internet user suffers. ILCA expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by ILCA or the Internet server or by the user’s error or omissions. Use of any information obtained via the Internet is at the user's own risk. ILCA expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

Security

ILCA will implement security procedures on Internet access to protect against unacceptable use. Computer users are responsible for the security of their files and passwords. Sharing of any

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usernames or passwords to anyone is not permissible and may result in the loss of account privileges. Computer users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

Encounter of Controversial Material

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. ILCA expressly disclaims any obligation to discover all violations of inappropriate Internet access.

The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Terms of Use

1. Only registered students of ILCA qualify for computer use under this policy.
2. Only the authorized users who have signed the user agreement shall have computer access. Users are ultimately responsible for all activity while using the Internet.
3. The superintendent and/or school principal may suspend or terminate any computer user's access for any reason.
4. All Internet or computer equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from ILCA.

Personal Internet Use

Students’ home and personal Internet use can have an impact on the school, staff, and other students. If students’ personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school’s operations, students may face school discipline and if applicable the proper authorities will be notified.

SOCIAL MEDIA CONTRACT

Guidelines: Social media such as Facebook, Twitter, YouTube, Snapchat, Instagram, Tik Tok, personal

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texting, and others, are powerful tools of communication that have significant impact on an individual's personal reputation as well as the reputation of Ivy League Christian Academy.  The parent/guardian and student must read and sign this contract acknowledging the student's responsibility to use social media responsibly as a member of Ivy League Christian Academy.

CYBER BULLYING

Definition: The use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of text.

* Cyber bullying and harassment deliberately threatens, harasses, or intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to self or damage to the individual's property or reputation; or has an effect of substantially disrupting the orderly operation of the school.
* This can be a violation of a student's right to be safe and secure on campus. This type of harassment, intimidation, and/or bullying done in or out of school will be dealt with at school and receive disciplinary action.
* Students who misuse technology on campus (including cell phones, laptops, Chromebooks, iPods and iPads) for cheating, bullying, and other inappropriate activities may receive additional discipline.

SEXTING

Definition: Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device.

* “Sexting” between students is subject to school discipline, regardless of the time it occurs.
* The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Code of Virginia exists. This would include information found on cell phones. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement officials.
* The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement.
* Students are required to immediately report any such activities to a teacher or a school administrator.

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Please use the following guidelines when posting on Social Media Sites.

1. Always be authentic.  Be honest about your identity.  If you post personally, or as a student of Ivy League Christian Academy, make sure you are aware of the Standards of the Contract.
2. Don't be a mole but protect your identity.  Never pretend to be someone else when you post personally or as a student of Ivy League Christian Academy.
3. Think twice before posting, it is digitally permanent. Privacy does not exist in the world of Social Media.
4. Be respectful and thoughtful.  As a student of Ivy League Christian Academy, be mindful of the school's commitment to a Christian Worldview showing respect and dignity for all people.
5. Know the rules.
6. Follow a code of ethics.
7. Always remember that Cyber bullying is the willful and repeatedly bullying or harassment of another person or persons through the medium of Social Media which includes electronic text.
8. Students, who engage in Cyber bullying on Social Media sites, including electronic text, can be disciplined by Ivy League Christian Academy administrators as needed.

Penalties for Improper Use

* Any user violating this policy or applicable state and federal laws will be restricted from Internet use or use of any or all computers/ electronic devices (in addition to other disciplinary options). Such additional options may include suspension, expulsion, and/or referral to legal authorities.
* The minimum penalty for a first violation will be the loss of computer/electronic devices (includes cell phones) and Internet privileges for a period of 4 weeks of school.
* The minimum penalty for a second violation will be the loss of computer/electronic devices (includes cell phones) and Internet privileges for a period of 18 weeks of school.
* The minimum penalty for a third violation or any violation in which a user willfully abuses the Internet privilege for immoral or malicious activity will be a 3 day suspension and the loss of computer/electronic devices (includes cell phones) and Internet privileges for a period of 36 weeks of school.
* Penalties will carry over to the next school year if applicable.

It is to be understood that Internet access for students is a privilege, not a right.  All users of the Internet will agree to adhere to the Code of Ethics:

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**ACCEPTABLE USE POLICY**

**STUDENT/PARENT SIGNATURE PAGE**

Please sign this page and return to the office.

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion.  I will make a conscious effort to be a good testimony to my fellow students, faculty members, and other I communicate with on the Internet.  I agree to follow ILCA’s basic rules for Internet use.  I will strive to apply Philippians 4:8 to my electronic communications:  “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administration Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Adapted from <https://www.gcak12.org/student-code-of-conduct>