



Centralia Christian School Code of Ethics in Technology

Technology Code of Conduct And Usage Agreement

Introduction

With the wealth of information that the Internet provides, there is content and situations that are inappropriate for children. Students can come in contact with obscene or adult pictures and language, they can buy products, they can gamble, and they can communicate with strangers. Centralia Christian School (CCS) has instituted this Code of Ethics for all students to follow throughout their technology use and to supplement the additional onsite filtering.

Ethical Mission

The moral and ethical issues involving the use of worldwide information systems (Internet and web) deal with the appropriate access to information, the type of information, and the behavior of the user. Centralia Christian School wants to provide our students with a stimulating educational environment, but at the same time, we want to protect students from information that is not appropriate for them.

Standards of Ethical Conduct

Ethics are standard of behavior, a "norm" that serves as a guide or pacesetter for our responses to, and relationships with others. This covers a variety of areas including our decision-making, actions, and intentions for all facets of living. Maintaining an ethical standard involves a standard of integrity, morality, confidentiality, responsibility, regularity of practice (consistency), dependability, etc. Ethics and morals are the foundation and fabric of our society and our faith. They help to establish the practices and procedures and governing operational policies that each individual functions by, teaches by, learns by, and lives by. They are not goals to be strived for; they are rules for conduct that shall not be violated.

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Centralia Christian School acknowledges that:

It is the desire of Centralia Christian School Administration and Faculty to not only address the appropriate use of technology with students, but to ensure the levels of comprehension as to the “why’s” and “why not’s” involved in technology use in our school. This includes the understanding and education in issues of proper attitudes, behaviors, and uses that are consistent with Centralia Christian School’s purpose to partner with parents to provide a high quality learning experience for all CCS students. It is the conviction of the leadership of Centralia Christian School that this education begins with a commitment to be responsible for one’s own actions. It must begin with educating users of technology to the expectations held by Centralia Christian School for conduct.

As a user of Centralia Christian School technology, I acknowledge:

- That I will participate in a process of education including acknowledgement and awareness of computer and web ethics as a beginning point for use of any such technology at Centralia Christian School.
- That I understand that the policies of Centralia Christian School includes training that introduce technology uses, applications, terminology, infringements and the penalties associated with them, and guidelines for meeting the expectations of Centralia Christian Schools with regard to copyright laws, plagiarism, and Internet use. This training will address the rights of the users and the responsibilities that come with technology use.
- Training programs for students should include:
 - Information and awareness of potential resources, including consequences of irresponsible use
 - Hands-on methods so that users know how to search for and retrieve information efficiently
 - Evaluation of sources
 - Proper citation methods
 - Appropriate and polite use of the Internet (Netiquette)
 - Responsible use of limited resources.

As a result of my participation and acceptance of responsibility to Centralia Christian School and fellow users of technology, I will:

To the best of my ability, protect the privacy and confidentiality of others by adhering to all rules for use posted in classrooms and stated in the Acceptable Use Policy.

- Support and abide by all laws (state and federal) to the best of my abilities, dealing with copyright, plagiarism, and “intellectual property” as defined.
- Acknowledge that all hardware and software is the property of Centralia Christian Schools; use of its network, computers, hardware and software are with the express permission of Centralia Christian School.
- Not engage in any Internet searches deemed inappropriate for school use, not quote the work of another as my own, and not pass on confidential information entrusted to me by another, without their express permission.
- Not withhold information about any abuses of the technology owned by Centralia Christian Schools. I will communicate such to appropriate authorities immediately.
- Not use any technology owned by Centralia Christian School to engage in activities for personal profit. This includes accessing of websites that are outside the scope of the curricular activities of Centralia Christian School.
- Use all communications that follow the established rules for netiquette and I will not participate in conversations, correspondences, or activities via Centralia Christian Schools’ technology that violates them.

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Centralia Christian School Acceptable Use Policy

Permission/Acknowledgement Form

Centralia Christian School desires to provide the opportunity for all students to research and access information and communication via a computer for use of the Internet. It is also our desire that all parents be informed as to what this entails and provide such access to students with parental permission only.

Internet Security

CCS has the responsibility internally to monitor and protect the students of CCS while they are working on the Internet. The faculty and staff take this responsibility very seriously and we have worked diligently to ensure a safe environment that includes several levels of control and monitoring.

1. To help facilitate change, we have purchased and configured hardware that completely blocks Internet access to sites that are inappropriate for students, including those, which depict violence, profanity, nudity, and irreverence toward our Christian beliefs. This is an ongoing project and will expand to include new threats as they come up. We will continue to monitor the access of Internet by the students to encourage the safe use of the tools we have at our disposal.
2. Each computer can only be accessed by someone with a valid account and password. By doing so, we can control who has access to the computers and to an extent, what they have access to while using the CCS network. Accounts are only provided to Students, Faculty, and those CCS Staff members and Volunteers who need access to perform their duties.
3. The school has two wireless access points. These are for both teacher and staff use and are not intended to be accessed by students. We have taken steps to hide the Service Set Identifier (SSID) of these devices by giving them unique names and by not broadcasting them. What this means is that unless someone knows the name of the SSID of the wireless network, they cannot access it on their wireless device. This will allow those with permission to hook up to the access points (and thus to the Internet) without allowing students to get to the Internet through handheld devices such as the iPod Touch. However, if this is defeated (no security protocol is perfect), the security filters built into the network will still prevent them from accessing sites that have been deemed inappropriate or harmful to the network.
4. Our most effective control is that of monitoring by the staff. No student is allowed to be on a PC without a staff member present. All of our PC's are setup in such a way that the teacher can monitor activities from a central location within the room. This inspection deters inappropriate behavior and allows the staff member to intervene if a problem arises.
5. While we recognize that threats will arise from time to time that may get around our safeguards, our multi-layered approach will provide the best defense against the students being exposed to information that would be inappropriate or offensive. Network security is a high priority for the school and we will continue to adjust as new technologies become available.

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Individual student conduct is expected to be maintained in an appropriate manner as determined by teacher and Centralia Christian School. Students are to obtain permission to print materials from staff. Use of computers, network, Internet, etc. is a privilege, and as such can be terminated or suspended for misuse at any time. Information accessed, sent or read on any Centralia Christian School' systems is public in nature and students are advised never to access or participate in any materials or activities on these systems that they would not want parents or teaching staff to access. Chat rooms are off limits for all students. Like other items of property on loan to students, such as lockers and classroom storage areas, school administration reserves the right to insure student appropriate use by inspection.

No students will be permitted to copy programming from or on to any Centralia Christian School computer. Copyright laws state that this is a crime with strict consequences for abuse. This includes written work from Internet sources, other students, software, shareware, freeware, music, or other materials.

No student of Centralia Christian School shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used to communicate). In addition, materials that are not in line with the rules of school behavior should be avoided as well. If such materials are encountered by accident, the following should take place immediately: 1) shut monitor off immediately and do not turn back on; 2) raise hand and report to teacher quietly.

We want your child's technology experience and training to be a positive one. We believe that all students need to be technology literate and that it is a tool that enhances their classroom learning.

Understanding the guidelines will help this happen for all Centralia Christian School students and staff.

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A MOMENT TO REVIEW – MY COMMITMENT AND Student Technology Code of Ethics Student Agreement Form

My commitment as a student at Centralia Christian School is as follows, and I do hereby agree that:

Initials _____

I WILL

- Use the Internet to visit new places, museums, historical events, and learn more about the world.
- Use good judgment in visiting appropriate sites.
- Respect other people's privacy.
- Leave a website that makes me feel uncomfortable or that may be inappropriate.
- Be courteous and respectful in my messages to others.
- Use appropriate language.
- Use good judgment if inappropriate materials appear on the computer monitor, and make it my first (and immediate) action to shut off the monitor. The second action is to raise my hand and report to the teacher.
- I will get permission from the teacher in charge before printing any materials.

I WILL NOT

- Give out personal information on the web.
- Communicate with people in chat rooms or other online forums.
- Steal or illegally copy programs or works that are copyrighted.
- Break or hack into computers or reengineer programs.
- Copy work from someone or somewhere else and pretend that it is mine. (I will not plagiarize.)
- Illegally post or distribute copyrighted works.
- Attempt to break through firewalls or filtering software.
- Visit websites that contain adult, violent, or illegal behavior.
- Trespass into others' files or work.
- Use others' passwords.
- Post private information about another person.
- Swear, use vulgarities, or any other inappropriate language.
- I will not install any programming onto any computer, network, or system of this school. This includes music, video clips, software, shareware, and freeware.
- I will not view, send, or display offensive messages or pictures.

My Commitment

- I am a responsible technology user in the Centralia Christian School, and I promise to adhere to all policies, codes, and laws.
- I understand that I alone am accountable for my actions and will lose privileges if any of the Above Acceptable Use Policies are violated.
- I have read the entire Acceptable Use Policy and understand the penalties for not following the rules.

Signature _____ (Approved User)
(Return to Student's Teacher – retained for duration of school year.)

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Parent/Student Parent Acknowledgement/Permission Form

As a parent/guardian of, a student at Centralia Christian School, I acknowledge that I have read all of the above information about the appropriate use of the computer system including use of the Internet at Centralia Christian School. I understand that the same guidelines and protections are available for use on home computers as well. I understand and acknowledge that my student has read and signed the Student Agreement Form and that both the signed Parent Acknowledgement/Permission Form and the signed Student Agreement Form will be kept on file at the school.

Initials _____

My child and I have discussed the expectations for use and the consequences for abuse as outlined in this agreement.

Initials _____

I understand that CCS has the responsibility internally to monitor and protect the students of CCS while they are working on the Internet.

My child understands that this is for their protection and is not to be disabled or circumvented in any way.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

(Return to Student's Teacher – retained for duration of school year.)

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Acceptable Use Agreement for Faculty and Staff

1. The following behaviors are not permitted on, and are not limited to, school computers or networks:
2. Sharing confidential information on students or employees.
3. Sending or displaying offensive messages or pictures.
4. Harassing, insulting or attacking others.
5. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus, addition of software.)
6. Violating copyright laws.
7. Using others passwords.
8. Trespassing in others' folders, documents, or files without permission.
9. Employing the network for commercial purposes.
10. Violating regulations prescribed by the network provider.

I understand the above rules and promise to adhere to them to the best of my knowledge. I have also read the rules and regulations of our schools regarding technology, copyright, etc. and release them from responsibility if I choose to break any of the school' rules/regulations or the law.

Signature of School Employee Date

Signature of School Official/Administrator Date
(Return to Administrator – retain for duration of school year.)