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Technology/Acceptable Use Policy 2026–2027 School Year

Computer Use Guidelines:

In compliance with the school administration and technology personnel, the Network Administrator shall:

- Monitor the internet sites being used and visited,
- Provide teacher supervision of students using the computers and the network
- Grant user accounts (at no cost to the students), which will allow access to the network

Student Responsibilities:

The computer network of the Seventh-day Adventist Christian School is intended solely for educational purposes and is a *privilege*, rather than a requirement, of learning at this school. Students are required to follow the following guidelines to retain this privilege:

Care of the Equipment

- Students will not destroy or abuse computer hardware or software, nor intentionally waste printing resources.
- Students will use the network so that it does not disturb others.
- Students will understand that he/she is never allowed to touch or interfere with computer hardware while another student is working.

Appropriate Sites

- Searching and browsing shall be limited to appropriate educational sites.
- Students shall not access or attempt to access sites containing prohibited information (i.e., pornographic, racist, vulgar or otherwise offensive materials). Students who access or attempt to access sites containing prohibited information will have their privileges revoked and may face other disciplinary action.
- If a prohibited site is accessed accidentally, the student must notify the teacher or Network Administrator immediately.



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Students:

- Will not send or upload any pictures of him/herself or others without a teacher's permission.
- Will not type, send, or receive any personal messages over the internet without your teacher's permission. This includes email, webmail, and instant messaging.
- Will not enter any social sites, chat rooms, newsgroups, forums (blogs or diaries) or bulletinboards without a teacher's permission.
- Will not download, upload files, or install any programs on a computer without a teacher's permission
- Will not buy or sell anything on the internet
- Will not play any games, unless specified by the teacher.
- Will adhere to copyright laws and restrictions and not transmit material in violation of federal or provincial law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secret)
- Will obey copyright, ownership, and plagiarism rules about using documents, songs, videos, or other files that were made by someone other than him/herself.
- Will treat information created by others as the private property of the creator.
- Will respect others' privacy and be ethical and courteous.

Copyright

- Accessing or storing copyrighted software or information for which the school does not have a license is forbidden.

Security

- Use of the account by anyone other than the registered account owner is prohibited. If this occurs, both parties will have their computer privileges suspended. Passwords must remain private.
- Students should never post personal information about themselves (address, phone number, or picture, etc.) on the internet.
- Computer users must LOG OFF their network accounts before leaving a computer.



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Language

Students will be polite and use appropriate language. Do not use profanity, obscenities, sexually explicit material, or expressions of bigotry, racism, and/or hate; and will not look at or use anyoneelse's work

Parental Notification & Permissions

The following procedure will be followed by the school posting on the web page, or used in promotional programs:

- Before posting on the web page or using it in promotional materials, the school will obtain permission from the child's parent/guardian.
- In order that they may see exactly how the information will appear, parents should receive printed copies of the web page (or appropriate sections of the web page) that refer to their children.
- Parents should sign the attached specific permission form and return a copy of the entire document to the school principal. The school will also send home copies for the parents tokeep in their files.



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**Student Commitment Form
2026–2027 School Year**

We, along with our child, have *read and discussed* the **Technology/Acceptable Use Policy** for the computers and my child (ren) _____ agrees to the following:

I will:

- Only use the computer with an adult supervisor in the room.
- not share any personal information, such as my parents', classmates', teachers', or anyone else's name, address, or phone number, over the Internet.
- Do not give my account name or password to any other student.
- not knowingly misuse the computer and understand that misuse will lead to serious consequences, including suspension of use of the computer.
- Save all my work to a USB key, not to the computer.
- I also understand that my parents will have to pay for anything that I damage.

Student Signed: _____

Dated: _____

Student Signed: _____

Dated: _____

Student Signed: _____

Dated: _____



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**Technology/Acceptable Use Policy Parent/Guardian Consent Form
2026–2027 School Year**

At Riverside Christian School, your child has access to computers and the Internet. It is vital that you and your child read the **Technology/Acceptable Use Policy** together. Inappropriate use will result in the loss of computer and/or Internet privileges.

As the parent of this student, I understand that this access is intended for educational purposes and that the school has taken all necessary precautions to block access to controversial sites and materials. I will not hold the teachers or the school responsible for accidental acquisition of an inappropriate site or materials acquired through the Internet.

Furthermore, I accept full responsibility for my child's actions. Therefore, I grant permission for my child to use the computers and the Internet as provided by the school.

Please check:

{ } I _____ the parent/guardian of _____ agree to the AUP policies and guidelines. I understand that I am liable for any damages incurred from defacing or damaging any computer or electronic device.

{ } I, _____ **grant permission** to Riverside Christian School for publication or presentation of any work created by my child, naming my child, or in photographs, whether individual or group, during the current academic school year that will be shown on the school web page, at programs, or on CD/DVD for families or promotional for the school. The school office will keep a copy of this permission on file, and I may revoke it in writing at any time.

Parent Name: _____ **Parent Signature:** _____

Dated: _____