

Computer Lab Contract

The staff at FCS seeks to provide a Christ-like, learning-friendly atmosphere for the students in the computer lab. We also desire to teach students to be good stewards of God's property at FCS. The following policies (although strict) are designed to provide guidance and accountability for the students.

COMPUTER LAB POLICIES

Students will refrain from the following:

- Eating of any food or drinking of any beverages in the computer lab
- Printing of anything on the lab printer without prior instructor consent
- Sending messages of any kind over the computers
- Altering the computer desktops or files without consent from the instructor
- Gaming or use of any other program not associated with the class assignments without instructor consent
- Removing or changing computer keys
- Causing damage to any equipment (either intentionally or unintentionally)
- Uploading of files, images, music, movies, software, etc. on any school computer
- Using another student's assigned computer without the instructor's consent

INTERNET POLICIES

- The Internet will not be accessible to students without adult supervision.
- Without a firewall currently, each student is responsible and will be accountable for his/her use of the Internet. Inappropriate websites could be accessed if the student chooses to violate policies established for their protection.
- To ensure students are only using the Internet for currently specified staff-approved tasks, the following steps will be taken:
 1. The Internet will only be accessible to students when staff/adult supervision is present.
 2. Internet history (record of websites accessed) will be monitored by staff.
 3. Each student will be permanently assigned to a specific computer. Each student will be responsible for websites accessed from his/her computer.
 4. Each student will have a password protected login account, holding the user accountable for their individual Internet history record. Passwords are to be kept confidential. The student should immediately notify the instructor if he/she suspects others know their password, and the password will be changed.

5. Use of another student's computer would bring consequences to both parties (violator and assigned student).
6. Students will be responsible to notify the instructor of any accidental access of an unapproved website. This would protect the student from possible penalties given to deliberate disobedience.
7. If an **accidental** incident occurs, the student should do the following:
 - a. turn off the monitor without drawing attention to himself/herself
 - b. notify the instructor immediately
 - c. keep the monitor off (the instructor will clear the site in the absence of students)
8. Students are not allowed to download anything from the Internet (music, images, movies, software, games, etc.)
9. Students are not allowed to access personal e-mail accounts on FCS computers, including e-mails to other students or staff.
10. Obviously students are not allowed to access gambling sites, pornographic sites, or any other site not honoring to the Lord.

Minimum Consequences for Policy Violation**

**As with any other disciplinary action at FCS, intentional and flagrant disobedience on the student's part may result in the most severe (3rd offense) consequences immediately.

1st offense:

The student will receive a **ONE** week suspension from the computer lab. Any required class work or homework can be completed outside of the school and submitted to the instructor (instructor assigned due date) to avoid loss of points for the assignment. Use of any computer on the FCS campus will not be allowed at any time during this suspension.

2nd offense:

The student will receive a **TWO** week; suspension from the computer lab. Any required class work or homework can be completed outside of the school and submitted to the instructor (instructor assigned due date) to receive one half of the credit for the assignment during the

suspension period. Use of any computer on the FCS campus will not be allowed at any time during this suspension.

3rd offense:

The student will lose the use of the computer lab for the rest of the **school year**. As a result, the student may be removed from keyboarding or computer class and possibly lose credit for that class.



By signing this form, I hereby acknowledge *all* of the rules of the computer lab and the internet policies set forth by Faith Christian School. I understand that there are consequences if I do not follow the rules that are outlined above.

Student Signature

Date

Parent Signature

Date