

Lehigh Christian Academy, from here on known as LCA, provides computer resources and network services within the confines of LCA and access to Internet services for:

1. Student access to educational resources, to present information, and to work collaboratively with peers, teachers and experts both internally and externally to LCA
2. Faculty, staff and administration access for professional development, research opportunities, educational standards and practices, collaborative opportunities, as well as successful teaching methods

The resources and services are provided as a privilege to the students, faculty, staff and administration. This Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user. LCA can and will monitor all internet usage for appropriateness. All existing school policies apply to conduct on the internet, especially those that deal with privacy, school records, student records, sexual and social harassment, and confidentiality.

Resources

No student or employee may use Lehigh Christian Academy computers, servers, network, e-mail account or other IT sources to knowingly download or distribute pirated software or data.

Offensive and/or sexually explicit documents may not be accessed, displayed, printed, archived, stored, distributed, edited, or recorded using school resources.

Any student or employee attempting to disable, defeat, or circumvent any school security systems (firewalls, proxies, screening programs, etc.) may be subject to immediate discipline which could include expulsion or dismissal.

Any intentional use of school resources, including IT, for any illegal activity is grounds for immediate expulsion or dismissal, and Lehigh Christian Academy will cooperate with any legitimate law enforcement activity in that regard.

Electronic Media

In this document electronic media is defined as any form of communication or media that was created and will be accessed by electronic devices. These forms may include computers, e-mail, telephones, voice mail, fax machines, online services, portable storage and all broadcast media (i.e. radio, TV and the Internet). Lehigh Christian Academy encourages the use of these media in order to be effective and efficient in our communication and because they are valuable sources of information. However, electronic media and services provided by the school are Lehigh Christian Academy property, and their purpose is to facilitate school business.

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications that are of a discriminatory or harassing nature, or are derogatory to any individual or group, or are of a defamatory or threatening nature, or are for “chain letters,” or are for any other purpose that is illegal or against school policy.

Electronic media and services are primarily for school educational and business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-school purposes is understandable and acceptable, as is the case with personal phone calls. However, all use of LCA resources needs to demonstrate a sense of responsibility and not abuse the privilege.

Electronic media created and/or communicated by all users of LCA’s resources will not generally be monitored by the school. However, the school reserves the right, in its sole discretion, to review any electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other school policies. Therefore you should not assume electronic communications are private and/or confidential.

Social Networking Sites and other Internet Publishing Sites

These sites allow people to broadcast their thoughts on the Internet and collaborate on documents and issues that are interesting and important. It is these elements of communication that create the attraction to this media. As wonderful as these tools are for bringing people together, building relationships, and accumulation of knowledge, they can quickly develop into contentious bickering, dialogue, and controversy. Understand that opinions are not necessarily truth or sources of authority. Please exercise “common sense” when using this mode of communication. All school policies must be adhered to when publishing on any of these sites.

Lehigh Christian Academy reserves the right to edit, modify, or delete comments on any LCA site that are inappropriate and that violate the established rules herein. Potential edits include, but are not limited to, removing some or all the information that may threaten the security of individuals or compromise the testimony and integrity of the school.

For the benefit of all, the following expectations apply when publishing content to any Lehigh Christian Academy site.

You agree not to publish content characterized by any of the following descriptors:

- Irrelevant to the subject
- Deceitful or deceptive
- Profane (i.e., contains or infers profanity)
- Harmful
- Abusive

- Harassing
- Defamatory
- Libelous
- Slanderous
- Fabricated
- Misleading
- Insulting or embarrassing to groups of individuals
- Threatening in any way
- Unlawful
- Pornographic
- Sensitive or confidential
- Invasive of another's privacy
- Harmful to minors in any way
- Discriminatory
- Misrepresentative of your affiliation with Lehigh Christian Academy, either a person or an entity
- A chain letter or pyramid scheme
- Soliciting or promoting a commercial interest
- Malicious or destructive (i.e., contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment)

This list is not intended to be complete. Lehigh Christian Academy reserves the right to add to or modify these guidelines at any time.

Lehigh Christian Academy acknowledges the right of free expression on an individual's personal social networking site or other broadcast media. However, as members of LCA's student body or staff, we must adhere the school's code of conduct when using any personal social networking site or other broadcast media. This code of conduct shall include the above mention expectations for publishing on any form of electronic media and internet site.

Lehigh Christian Academy Acceptable Use Policy

I have received a copy of the Lehigh Christian Academy Acceptable Use Policy. I fully understand the terms of this policy and agree to abide by it. I realize that security software may record for administrative use the internet address of any site that I visit and keep record of any network activity in which I transmit or receive. I acknowledge that any message I send or receive may be recorded and stored in an archive file for administrative use. I know that any violation of this policy could lead to expulsion, dismissal or even criminal prosecution.

I understand and agree to the above stated Acceptable Use Policy

Name _____

Date _____

Signature _____