

**WESTSIDE CHRISTIAN SCHOOL**  
**COMPUTER USE POLICY**

Parents: please read this carefully, go over the items with your child, and return the attached slip to the school as soon as possible. This slip, which we ask you to sign, indicates that you understand what the rules and policies are, and agree to support the school in implementing them. For technology to be used appropriately and effectively in our school, we must have the cooperation of parents, students and staff.

**COMPUTER USE**

In the intermediate class, we have specific rules for computer use. These help train students in the effective, efficient and socially acceptable use of technology. Attached is a list of these rules. Students are expected to keep the rules and, if not, face the consequences.

The use of school computer equipment is for educational purposes only. Games or any non-school programs may not be installed on school computers, nor may students copy school software onto disks to take home. These actions are illegal.

**COMPUTERS AVAILABLE**

Student computers are located in the classroom and in the school office. Students are always supervised while using school computers. Students may only use the classroom computers when the teacher or teaching assistant is present.

**CONTRACTS**

Students will have the rules of computer use outlined to them. Students will then be required to sign a contract agreeing to adhere to the rules. Failure to do so during the year will lead to consequences including withdrawal of computer use privileges for an appropriate length of time. Staff will be advised as to the status of individual student privileges. The option of in-school or out-of-school suspensions will be available depending on the severity of the infraction. Records are kept of students who lose computer privileges.

## **INTERNET USE**

At **Westside Christian School**, we have our own Internet server with web pages that may be accessed from home. Our site URL is: **<http://www.westsidechristian.ca>**

Students do not have their own email addresses at school and they are not permitted to access personal email servers (eg. hotmail.com). If parents wish to email the school, the general email address is: [office@westsidechristian.ca](mailto:office@westsidechristian.ca) Individual teachers have their own email address which parents may get directly from the teacher if you wish to communicate that way.

### **STUDENT INTERNET USE**

Students will be instructed in the use of the Internet. They will be provided with recommended sites and appropriate search engines. Printing of Internet material, downloading video clips, sound files, text documents or graphics is allowed only with permission from a staff member.

## **PRINTER USE**

In the interests of responsible use of our resources, and to educate children about caring for our environment:

- students must proofread their work **on the computer** before printing. Reprints to correct errors will not be allowed without special teacher permission.
- students may only print items for school purposes. Private printing is **NOT ALLOWED**.
- students are not permitted to print directly from the Internet. Notes from sources may be copied into a word processing file and a limit of 2 pages printed.

# **COMPUTER USE PERMISSION FORM**

Parents,

Please read and sign this form and return it to the school to keep on file.

DATE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

STUDENT(S) NAME: \_\_\_\_\_

STUDENT(S) GRADE: \_\_\_\_\_

I confirm that I have read the attached computer rules and computer policies for students at Westside Christian School, and agree to support the school's implementation of such rules and policy. I understand that if my child breaks the rules, computer privileges will be suspended for a period of time depending on the nature of the infringement. I also understand that in the case of subsequent infringements, further consequences, to be determined by the school administration, will follow. These could include school suspensions.

I also confirm that I have discussed the rules and policies with my child and that he/she is aware of the consequences of breaking them.

Signature: \_\_\_\_\_

**WESTSIDE CHRISTIAN SCHOOL**  
**COMPUTER RULES**

Student use of computer must be supervised by a Teacher or Staff member at all times.

Do not abuse equipment.

Do not delete, copy, or add program files to the school network

Do not enter, change or delete other students' or teachers' files.

Use school computer equipment for educational purposes only - games or any non-school programs are not allowed.

Do not install non-school software from disks or CDs on school computers.

Do not copy school software onto disks to take home. This is illegal.

Do not rename or create folders, except in your own personal file.

No drink or food allowed at the computer.

Do not use other people's files as your own, signing your name to them and presenting them as your own work.

Do not print out:

- files that are not school work.
- directly from the Internet.
- reprint file without permission.

No student may link directly to the Internet while at school without teacher permission.

**I agree to all the rules . . .**

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_