



Fort Worth Christian School

Fort Worth Christian Parent-Student MacBook Guidelines 2010 - 2011



Fort Worth Christian School

Terms of the MacBook Loan

Terms:

Parents and students must comply at all times with the Fort Worth Christian School Parent-Student MacBook Guidelines, the Fort Worth Christian School Parent-Student Handbook and Code of Conduct, and the Student Guidelines for Acceptable Use of Technology Resources. Any failure to comply may cause the school to terminate the student's rights of possession immediately, and Fort Worth Christian School may repossess the MacBook.

Title:

At all times, the legal title to the MacBook is maintained by Fort Worth Christian School. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Parent-Student MacBook Guidelines, the Fort Worth Christian School Parent-Student MacBook Use Agreement and the Fort Worth Christian School Parent-Student Handbook and Code of Conduct, and the Student Guidelines for Acceptable Use of Technology Resources.

Loss or Damage:

If the MacBook is damaged, lost or stolen, you are responsible for the reasonable cost of repair or a \$250 replacement fee on the date of loss. Loss by theft of the property must be reported to Fort Worth Christian School by the next school day after the occurrence, and a copy of the police report must be provided to the school. High School seniors must clear all records and pay all fees before participating in graduation ceremonies.

Students/Parents are responsible for reasonable cost of repair for damaged MacBooks. Repairs will be made by Apple certified repair centers and costs will be determined by the service center to cover both the necessary parts and labor. All repairs and replacements will be handled by the appropriate Fort Worth Christian personnel. No computer should be repaired without the authorization of Fort Worth Christian School.

Repossession:

If you do not fully comply in a timely manner with all terms defined in this Guidelines and/or the Parent-Student MacBook Use Agreement, including the timely return of the property, Fort Worth Christian School shall be entitled to declare you in default and take steps to repossess the MacBook.



Fort Worth Christian School

Term of Agreement:

Your right to use and possess the MacBook terminates no later than the last day of the school year, unless terminated earlier by Fort Worth Christian School, or upon withdrawal of the student from the school.

Appropriation:

Your failure to return the MacBook in a timely manner will be considered unlawful appropriation of the Fort Worth Christian School property.



Fort Worth Christian School

Use of Computer and MacBooks on Network

Fort Worth Christian School is committed to the availability of technology resources for student work. If a student is experiencing problems with his or her MacBook, the student should be able to continue with classwork. To assist in these situations, Fort Worth Christian School is providing the following:

Synchronization

Each student will be supplied with a network account. This account is automatically set up so that all files added and/or changed during the day are synchronized with files on the server. In the event that a student's laptop is inoperable, the student may receive a loaner laptop and proceed with work using files from the network. Only files residing in the Documents folder and on the desktop will be synchronized. Students have a 500 MB limit on storage.

Internet safety

There are many sites on the Internet that can be potentially dangerous. Fort Worth Christian School makes every effort to block these sites while the students are on the school's and other networks by using security software loaded onto the student MacBook. Students are in violation of school policy if they access these sites through proxies or deactivate or bypass the security software.

While away from the Fort Worth Christian campus, student computers are protected by the pre-configured Parental Controls. While these systems are more than adequate for content filtering, parents may want to further restrict their home access. For more information about Internet safety, you may go to www.isafe.org.



General MacBook Rules

Inappropriate Content

- Inappropriate content will not be allowed on MacBooks.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and/or gang related symbols or pictures will result in disciplinary actions.
- A \$15 re-imaging charge to remove the above items from a Fort Worth Christian School MacBook may apply.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Deleting Files

- Students should not delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the students' ability to complete class work.
- A \$15 re-imaging charge to correct system files may apply.

Music, Games or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws. Music may be obtained from reputable and legitimate sources such as the iTunes Store. However, this material will not be synchronized to the network.
- Software may not be loaded on the system unless it is approved.
- A \$15 re-imaging charge to remove any unapproved software or files may apply.

No Loaning or Borrowing MacBooks

- Do NOT loan MacBooks or other equipment to other students.
- Do NOT borrow a MacBook from another student.
- Do NOT share passwords or usernames with others.

Unauthorized Access

- Access to another person's account or computer without consent or knowledge is considered hacking and is unacceptable.
- Those in violation are subject to disciplinary action including but not limited to suspension or expulsion from Fort Worth Christian School.



Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities they accept when they use School-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD ROMS, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. Expectations

- a. Student use of computers, other technology hardware, software and computer networks including the Internet is only allowed when granted permission by a staff member.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the library of each campus.
- c. Although the School has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is not limited to the following:

- a. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software such as, but not limited to, hacking and host file sharing violations.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring online locations or materials that do not support the curriculum and/or are not appropriate for school assignments such as, but not limited to, pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited by the Fort Worth Christian School Parent-Student MacBook Guidelines.
- e. Causing congestions on the network or interfering with the work of others, e.g. chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting of finite resources, i.e., online time, real-time music.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of one's self or another person while online.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user access to your account, password, or ID.



- k. Coaching, helping, observing or joining any unauthorized activity on the network.
 - l. Forwarding/distributing e-mail messages without permission from the author.
 - m. Positing anonymous messages or unlawful information on the system.
 - n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, bullying, demeaning or slanderous.
 - o. Falsifying permission, authorization or identification documents.
 - p. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
 - q. Knowingly placing a computer virus on a computer or network.
3. Acceptable Use Guidelines – Fort Worth Christian School Online Services
- a. General Guidelines
 - 1. Students will have access to school approved forms of electronic media and communication which is in support of education and research; and in support of the educational goals and objectives of Fort Worth Christian School.
 - 2. Students are responsible for their ethical and educational use of the computer online services at Fort Worth Christian School.
 - 3. All policies and restrictions of the Services must be followed.
 - 4. Access to online services is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the network and online services.
 - 5. The use of any online services at Fort Worth Christian School must be in support of education and research and in support of the educational goals and objectives of Fort Worth Christian School.
 - 6. When placing, removing, or restricting access to specific databases or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
 - 7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and computer viruses.
 - 8. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology staff member will be considered an act of vandalism and subject to disciplinary action in accordance with the Fort Worth Christian School Student Code of Conduct.
 - 9. Any parent wishing to restrict their children's access to any FWC Online Services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.



Fort Worth Christian School

b. Network Etiquette

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal data, e.g., home address or phone number for self or other people.
4. Be tolerant. Remember that the other users of the online services and networks may be individuals whose culture, language, and humor have different points of reference from your own.

c. E-Mail

1. E-Mail should be used for educational or administrative purposes only.
2. E-Mail transmissions, stored data, transmitted data, or any other use of the online services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
3. All e-mail and all contents are property of the School.
4. All faculty-student communications that take place via email will only be conducted using the email account supplied by Fort Worth Christian School.

4. Consequences

- a. Fort Worth Christian School Parent-Student MacBook Guidelines
- b. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate care and use.
- c. Noncompliance with the guidelines published here, in the Student Code of Conduct, may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators may result in loss of technology privileges and disciplinary action. Violation of state or federal law including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution or disciplinary action by the School.
- d. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- e. The School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.



Fort Worth Christian School

Fort Worth Christian Parent-Student MacBook Guidelines Agreement

Student Name (print) _____

I have read the Parent-Student MacBook Guidelines for Fort Worth Christian School. I agree to follow the rules contained in these guidelines. I further understand that electronic mail transmissions and other use of the electronic communications systems, including the Internet, are not private and may be monitored at any time by the school staff to ensure appropriate use, as defined by the Acceptable Use Guidelines. I understand that violations can result in disciplinary action including but not limited to denial of access privileges, appropriate legal action, suspension, and/or expulsion.

Student Signature _____

Date _____

Parent Signature _____

Date _____