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LHCS Statement of Purpose

We believe it is our responsibility as Christians to raise children in the light of God's Word. The education of children must be Christ-centered, equipping them to become responsive disciples of Christ who seek the will of the Lord in all aspects of life.

LHCS Mission Statement

Kitchener-Waterloo Christian School Society advances dynamic, excellent Christ-centered education through unconstrained facilities, exceptional programs, and extensive resources that cultivate responsive disciples of Christ.

LHCS Vision Statement

As a diverse community, Kitchener Waterloo Christian School Society intentionally engages God's world, locally and globally, through distinctive educational programming, strategic partnerships and sustainable growth.

Effective Date: ***June, 2001***

Review Date: ***June, 2013***

Revision Date(s):

Committee: ***Program Committee***

Policy 705 – Computer Use Policy

Computer, Internet and Electronic Mail Policy

Purpose

This policy governs the use of computers and all related information technology hardware and software including the Internet and electronic mail. This policy applies to both staff and students at Laurentian Hills Christian School. Use of information technology in accordance with this policy will help *to teach our children to recognize their place in God's world.*

Expectations

Students and staff are responsible for appropriate behavior on the school's computer network. Communication on the network is often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with LHCS standards of behavior and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is responsible for her actions in accessing and utilizing the school's computer resources.

Computer Use

Network administrators may review any electronic files or communications to maintain system integrity and ensure that students and staff are using the system responsibly. There should be no

assumption of privacy. The network administrators and school administration staff will have full access to all files.

Students must not download or install any commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Students must not copy other people's work or intrude into other people's files.

Profane, abusive or impolite language must not be used on the computer system. Inappropriate material must not be accessed or distributed on the computer system. LHCS rules of school behavior apply. Should students encounter such material by accident, they should report it to their teacher immediately. The following rules apply to all computer use at LHCS:

- Do not use the computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with operation of the network by installing any unauthorized software, shareware or freeware.
- Do not violate copyright laws.
- Do not view, send or display offensive messages, pictures or other material.
- Do not share your password with another person.
- Do not trespass in other people's folders, work or files.
- There must be teacher supervision while students are using computers.

Violation of Policy

Any violation of the above rules will be viewed seriously and will be punished accordingly. Offending students and staff will be subject to discipline. As a courtesy only when appropriate, people suspected of contravening this policy will be notified of a pending or ongoing investigation. Contravention of this policy by students may result in loss of computer privileges, suspension, expulsion or other punishment at the discretion of LHCS administration and board of directors. Contravention of this policy by staff may be grounds for dismissal at the discretion of LHCS administration and board of directors.

Computer and Internet Rules for Students

We are responsible for appropriate behaviour on the school's computer network. It is expected that all students and teachers will honour the LHCS standards of behaviour and rules set out below.

- Computer/Internet use at school is a privilege, not a right, and may be taken away if computer rules are broken.
- The user is responsible for his/her actions in using a school computer.
- All users must keep in mind that all files, folders and communications are stored within a system. Those who run our network have access to all files and communications performed on the network. Remember that when you are creating a document or visiting a site, do not assume that your work is private.
- Do not download or install any software, shareware or freeware unless you have received permission from your teacher.
- Do not copy other people's work, or intrude into anyone's files.
- Do not use profane, abusive or impolite language. If you run across any of this while on the computer, you must report it to your teacher right away.
- Do not damage the computer or network in any way.
- Do not view, send, create or display offensive messages, pictures or other material.
- If you receive a password, do not share it with anyone.

- When unsure how to proceed ask for help, especially when on the Internet.

Any violation of any of these rules will be viewed seriously and punished. Breaking the school computer policy could result in the loss of computer privileges, suspension, expulsion or other punishment at the discretion of the LHCS School Board and the Administration.