LACONIA CHRISTIAN ACADEMY
INFORMATION NETWORK AND ETHICS POLICY

I.   **Five Tips to Parents for Creating a Cybersafe Home™**
     This generation of parents is the first to face the challenge of helping our children make the most of their virtual space while keeping them safe in it. If you're still getting your footing in virtual parenting, don't worry. InternetSafety.com has the following tips to help ensure that your child's online experience remains positive.

     1. Become a net-savvy parent
     The best safeguard against online dangers is being informed. Jump in and learn the basics of the Internet—read articles, take a class, and talk to other parents. A good place to start with some basics is www.LearnTheNet.com. A good place to stay current with the latest in online technology is www.mashable.com. You don't have to be an expert to have a handle on your child's online world.

     2. "Chat" with your kids
     Develop an open dialogue so that you can talk with your kids about the benefits and dangers of the Internet. Cultivate an interest in their online activities—their favorite Web sites, online games, and interests. And don't be afraid to ask your children who they are talking to online and what they are talking about.

     3. Agree on a game plan
     Use the InternetSafety.com *Gameplan*™ (attached) to formally agree on your family's guidelines for using the Internet. Post them near the family computer as a reminder. Ensure that your kids know to never share personal information on the Internet and that they should tell you about any online activity or contact that makes them uncomfortable.

     4. Protect your computer
     Take advantage of the software that exists to help parents manage their children's computer experience. In only a few minutes, parental control software like SafeEyes® (www.internetsafety.com) can block inappropriate websites, restrict the amount of time that your kids use the Internet and monitor their Instant Messenger chats to protect against predators. Other products, like OpenDNS (http://www.opendns.com), are capable of protecting entire networks and all of the computers accessing the internet through that network. Parents are strongly encouraged to explore options available to secure the internet at home.

     5. Explore the Internet as a family
     With a game plan and a protected computer, you can now encourage your family to take advantage of all that the Internet has to offer. Take a genuine interest in what your kids are doing and stay engaged with them online.

     Note: The preceding was adapted from InternetSafety.com. Although InternetSafety.com's SafeEyes® software is highly respected in the industry, InternetSafety.com does not produce a product capable of protecting Google's Chromebook. Tip number (4) was edited to reflect this reality.

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II. Introduction for Students

The information network of Laconia Christian Academy is a powerful educational resource which allows you to find information anywhere in the world. You can connect to businesses, major universities, national libraries, other schools and other students around the world.

LCS has rules for acceptable behavior. Likewise, there are correct procedures and rules that govern the use of the information networks. If you do not follow these guidelines, you may lose your privileges to access the information highway. You and your parents will be asked to sign a statement acknowledging that you are aware of the proper procedures for using the network. This signed statement becomes your permission slip to use the LCS Information Network.

III. First Steps

It is important to your teachers, your parents and your school administrators that you understand the many consequences of the computer connections you wish to make using the information networks. Your use of this powerful educational tool is a privilege. If you use it properly, it can provide you with countless hours of exploration. You can lose this privilege, however, if you break any of the network access rules.

Some parts of the Internet may contain material that is not suited for students. The intent of Laconia Christian Academy is to use connections on the Internet only for purposes consistent with our approved curriculum. Anyone who uses the network illegally or improperly will lose his/her privileges. The information networks cannot be used for commercial or for profit services. The rules defined in this document describe the proper way to use this research tool.

IV. Who is on the Internet?

The information networks are "public places." You must always remember that you are sharing this space with many other users. Millions of individuals may be interacting across the network at the same time. Your actions can be "seen" by others on the network. If you use a particular service on the network, it is possible that someone knows the connections that you are making, knows about the computer shareware that you are using and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of the curriculum, Laconia Christian Academy has the right to monitor what you do on the network to make sure that the network continues to function properly for all of its users.

V. Your Behavior

You are expected to use the network to pursue intellectual activities, seek resources, access libraries and other types of learning activities. We want you to explore this new "space," and discover what is available there. We want you to learn new things and share your newfound knowledge with your friends, your parents and your teachers.

When you are using the computer network and communicating with others, keep the following in mind:
- You can not see the people with whom you are communicating;
- You can not tell how old they are or even what gender they are;
- They can tell you anything, and you can not always be sure what they are telling you is true;
- Absolute privacy can not be guaranteed in a network environment.

Therefore, you need to think carefully about what you say and how you say it.

For your own safety and the safety of others, remember to exercise caution when you are communicating with people over the internet. Do not give out your home phone number, address, credit card number, or pin number to anyone. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or the school's tech services coordinator immediately.

You may not harass other users or talk about others on the net. If a user on the network asks that you no longer send them mail or in any other way contact them, you must stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

Because Laconia Christian Academy's information network is used as part of a school activity, the school's code of conduct applies to network activities as well. Therefore, the Acceptable Use Policy is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking and any tampering with hardware or software.

These rules also apply to harassing others and using abusive or obscene language on the information networks. You may not use the network to annoy, harass, or otherwise offend others. The rules also apply to other types of damage or information loss on the networks that might be caused by destructive devices such as computer viruses. If you are responsible for a computer becoming infected with viruses, worms, or any other type of destructive device, you will be held liable.

VI.   Moral and Ethical Issues

Laconia Christian Academy wants to provide you with a stimulating educational environment. At the same time, we want to protect you from information that is not appropriate for you.

While Laconia Christian Academy wants you to use this valuable educational tool, we do not condone the use of inappropriate information on the Internet. We acknowledge that some materials exist that are inappropriate to the instructional setting and we will do everything we reasonably can to prevent them from being accessed. You must clearly understand that access to such material in any form is strictly forbidden.

The network is designed to achieve and support instructional goals. You may not use the information network in ways that do not support classroom learning.

Although the actual percentage of unacceptable materials is small, it can cause concern for students and parents if a student accesses those materials while doing legitimate research. If you have a question or concern regarding any materials you find, contact your teacher or computer lab monitor.

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VII. **Use of Resources and Specific Limitations**
- Do not tie up the network with non-school related activities.
- Do not play computer or online games with others on the network or on the Internet.
- Do not use e-mail for non-school related purposes.
- Do not use Instant Messenger (IM), Facebook Messaging or similar services.
- Do not enter chat rooms.
- Do not download huge files unless directed to do so by your teacher.
- Do not download any software (screen savers, Flash files, Shockwave files, .wav files, Real Audio and Real Audio media, or anything else not included in the installation on the workstation)
- Download only the information you need.
- Use your access time efficiently. Remember, there are many students who need to use the network.

VIII. **Virtual Field Trips**
The information networks offer many opportunities for "virtual field trips." Laconia Christian Academy considers all connections to remote locations as field trips. The rules that apply to student conduct on field trips apply to these virtual electronic field trips as well. It is important that you realize you represent your school when you use the information networks and be on your best behavior.

IX. **Plagiarism**
Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or the idea. A student, who leads readers to believe that what they are reading is the student's original work, when it is not, is guilty of plagiarism. Be careful when you are using the information networks. Cutting and pasting ideas into your own document is very easy to do. When using someone else's work, be sure that you give credit to the author. When you do this, your teacher will know which ideas are yours, and you won't be guilty of plagiarism.

X. **Copyright**
According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on information networks as long as you do so for scholarly purposes, only. You may not plagiarize or sell what you find. For example, if you find a copy of Microsoft Works or any other commercial copyrighted or licensed software on the Internet, you cannot legally copy it. These software packages must be purchased or licensed before you can legally use them. If, however, you find an article about the use of Microsoft Works on the Internet, you can legally copy it as long as you give credit to the author and do not sell the article for profit.

XI. **Personal Laptops, tablets, and iPads**
Personal laptops, tablets, iPads, and e-Readers may not be used at LCA, except with express permission from the Head of School.