

TCA Middle School

Technology Ethics and Use Policy

Ms. Martin

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In accordance with the **Technology Ethics** listed in the TCA handbook, "All users of technology resources will be expected to communicate in a reasonable, ethical and Christ-like manner. The use of the TCA technology lab is a privilege and any misuse will cause termination of that privilege." (23)

The Computer Lab's intended use is to educate students on how to use the Internet safely; how to use manners online; how to do effective research; how to use various software applications; and how to keyboard properly.

Anytime a student uses the Computer Lab they represent TCA and their behavior online and offline should symbolize Christian integrity. All computer use is monitored! The Computer Teacher has the right to monitor, inspect, and read students' work or email at anytime. In the event a student stumbles across something that makes them feel uncomfortable they should press <ALT+F4> immediately to terminate the program and report the incident to the teacher.

THE FOLLOWING COMPUTER USES ARE PROHIBITED:

- 1) Playing computer games during computer class is prohibited unless your assignment involves a game. *Exact instructions will be given on any games or websites to be used during school or after school.*
- 2) Using email during school hours. *Email may be used by middle school students in the after school program with the explicit permission of the Computer Teacher.*
- 3) Use of social networking websites such as: MySpace, Facebook or Xanga.
- 4) Use of file sharing websites such as: LimeWire or Kazza or Kazaa.
- 5) Chat room participation
- 6) Any use of any material containing inappropriate language or images is prohibited; this includes using profane, abusive, or impolite language – written or spoken.
- 7) Disguising one's identity, impersonating other users, or sending anonymous email messages.
- 8) Sharing your password or using another's password.
- 9) Damaging computer equipment, files, materials, books, or any other peripheral.

"Violation of the technology ethics policy will result in disciplinary action". "If the faculty or administration become aware of a student engaging in questionable practices, both the student and their parents will be called in for a conference with administration." (23)