



Amano Christian School - Computer Use Policy

1. Aim

- a. To ensure all students have suitable access to the Amano Christian School computer system.
- b. To ensure all students know how to use the system with consideration for all users, remembering what is allowed and what is forbidden.
- c. To ensure use of the computer system complies with the Electronic Policy.
- d. All students should view the computers as a work station provided by the school, not as their own property to customize and to use as they wish.

2. Organization

- a. Computers are available for students' use in the Computer Room, Library, classrooms and dormitory.
- b. Printers for students' use are only available in the Computer Room and may only be used with the permission of a staff member.
- c. All Secondary students will be loaned a memory stick for school use. This is not to be taken off the school site without specific permission from a member of the teaching staff. If the stick is lost, the student must provide a similar replacement at their own expense.

3. Use of Computers

- a. The timetable for Computer lessons is to take precedence over any extra use of the computers in that room but, if available, the room may be booked for extra lessons.
- b. Networked computers may be used out of lesson time with the permission and supervision of a member of staff.
- c. Classroom computers may be used at any time by students in that class.
- d. The desktop format is not to be altered by any student.

4. Internet/email access

- a. Our download amount is limited and expensive. In order to ensure all departments of the school can access material the following points need to be adhered to:
- b. Any internet use must be in accordance with the standards of a Christian school and so only material as follows is acceptable: 'Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think on these things.' Philippians 4 v 8.
- c. Students are permitted to access the internet for academic use whenever necessary.
- d. No student is to access Facebook, Twitter or similar social sites.
- e. Students should be aware that media-rich sites are a considerable drain on the network. Downloads of pictures and other media should only be made when required for school work as instructed by a member of staff.
- f. Students may access their own email accounts but not via web mail. Every email account must use the 'Evolution' application supplied. Students may have an email address with their name@amanochristianschool.org on request.
- g. Email attachments should be properly sized so that the overall size of the email is no greater than 50KB.



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5. Recreational Use

- a. The networked computers are equipped with a number of games which may be used with staff permission.
- b. The use of online games is forbidden and no student may install any program or game on school computers.
- c. No student may use head phones without specific permission from the teacher in charge.

6. Security checks

- a. The Systems Administrator will have access to all accounts registered on the school system. Email accounts will remain private but the Systems Administrator reserves the right to check the account if they suspect any contravention of school policies. In such cases the account holder will be informed.
- b. Memory sticks can be inspected at any time to see what material is held there.
- c. If a virus is suspected on a memory stick or a computer, it **MUST** be reported immediately to a member of staff. In such a case no student is to use a memory stick on any school computer until given permission once the virus has been cleared.

7. Sixth Form Use

- a. Every 6th Form student has access to a computer, with internet access, in their classroom.
- b. These computers are for the purpose of studying. Storing of pictures and music is only allowed with permission of the 6th Form supervisor.
- c. The 6th Form students are provided with a printer for school use only.

8. Dorm Use

- a. No food or drink is to be taken near the computers.
- b. Two computers are set aside for games and videos. Any student may use them but for 30 minutes at one time.
- c. Three computers are set aside for internet and academic use, **NOT** for games. These can be used with the permission of a member of the dorm staff.
- d. Emails can be read on these computers but not sent. Emails can be sent from the school computers on Friday afternoons. If students have an emergency situation they can request permission to send an email from these computers.
- e. Teachers should notify the dorm staff if students need to use the dorm computers for academic work.