

Faculty Use of Technology at Central Valley Christian School

www.cvc.org/pdfs/cvcfup.pdf

revised October, 2008

"Grateful for the advances in science and technology, we make careful use of their products, on guard against idolatry and harmful research, and careful to use them in ways that answer to God's demands to love our neighbor and to care for the earth and its creatures." (Paragraph 52, Our World Belongs to God, CRC Publications, 1988.)

Computers and other technology resources available for faculty use at CVC are property of the school, and should be used for school related-work. Faculty members are expected to exercise responsibility while using the resources available to them at CVC. Faculty members should understand that the technology department is available to offer assistance, but requests must be made known to the technology department.

Using the school's computing resources is subject to treating them with proper care. In addition to the proper care of computer hardware and peripherals, Faculty members should be conscious of Internet activity and should prevent the use, distribution, or ownership of any sort of destructive program (virus, trojan, worm, spyware, etc.). Any questionable content should be reported to the technology department.

Personal use of the computing resources should be kept to a minimum, and should not interfere with one's ability to carry out his or her job as a teacher or administrator. The use of a cvc.org email address, space on a web server, or other online resources are to be used for school-related communication. Downloading or installing programs on CVC computers for personal use are not permitted, and using CVC's Internet bandwidth for personal browsing or checking personal emails should be done during breaks or after-school hours. Prior permission is required for the commercial use of school resources.

Faculty members should respect the intellectual property of others. Unauthorized access to intellectual property owned by either another individual or CVC, or allowing unauthorized access to said property is a breach in this agreement. This includes copying of copyrighted software to or from a CVC computer. Faculty members should make a reasonable effort to protect one's own intellectual property, including passwords to school resources. Gaining unauthorized access to others' files, snooping, or looking for the sake of looking is also an infringement.

Faculty members should respect the appropriate use of software on the school's computers. Downloading, installing, or executing programs that are not already installed on a CVC computer by the technology department are not allowed. Faculty members should inform the technology department if additional software is to be installed or purchased.

Production-level copiers are available in each campus' office, and should be used for most print jobs. Faculty members should exercise good stewardship of printing resources, which includes recycling paper waste. Any problems or errors with a production copier should be reported to a secretary or the technology department for resolution - errors should not be left ignored. Personal use of the school's printers, copiers, and fax machines are subject to a charge.

Faculty members should be familiar with, and active in enforcing the Student Acceptable Use Policy (found at www.cvc.org/pdfs/cvcaup.pdf). Students are not allowed to use computers designated for faculty use, and under no circumstance are teachers to allow students to use computers in their room unchaperoned. When using a computer lab, it is the faculty member's responsibility to supervise students.

Certain measures have been put in place as an authoritative control for accidental or intentional breaches in security or policy. Any attempt to bypass, disable, or otherwise tamper with any preventative software is unacceptable. To ensure that technology and communications systems are being used for proper educational purposes, CVC reserves the rights to monitor, access, retrieve, read, and disclose all data, messages, activity, and other information stored on any and all school systems at any time. By using the school's technology and communications systems, faculty members consent to monitoring and disclosure of their use and activity.

Faculty members are expected to respect the above policy. Violation of this policy will subject the violator to disciplinary action including, but not limited to, a note in his/her personnel file, audience with the Technology Committee, or loss of privileges.

As a user of the Central Valley Christian School computer network, I agree to comply with the standards that have been laid out in this policy.

Faculty Signature _____

Printed Name _____

Date _____