Teacher Internet Use Policy

It is understood that all computer use at ECA is a privilege, not a right. All users agree to adhere to the following Code of Ethics:

> I will strive to act in all situations with honesty, integrity, and respect for the rights of others, and to help others behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow ECA's rules. I will strive to apply Philippians 4:8 to my electronic communication. "Finally brothers, 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 about such things."

Technology Hardware Use Policy

Guidelines for technology hardware use are as follows. (*Technology hardware* consists of, but is not limited to, desktop/laptop computers, monitors, projectors, and tablets.)

All Users

1. If the hardware breaks under the user's supervision, except from normal wear and tear, the user will need to purchase or provide funds for the purchase of the same hardware. Where the same hardware is no longer available for purchase, the user may purchase or provide funds for the purchase of an upgraded or equivalent product of the same value.

2. Users will exercise care in using hardware for its intended use.

3. Users will leave all peripherals (mouse, keyboard, speakers, monitor, etc.) plugged in to the appropriate ports when leaving a workstation computer.

4. Users will treat hardware as tools to enhance learning, not as recreational devices.

5. Users will ask for help or notify tech support when hardware is not working properly and a solution is not self-evident.

6. Users may not move fixed hardware (e.g. desktops, mounted projectors, televisions, speakers) unless they they are authorized to do so by the Network Administrator.

Faculty and Staff

1. When a user needs technology support or configuration for the use of hardware (e.g. getting a webcam set up before a planned video conference), they will request this support or configuration as early as possible before its planned use.

2. When a user needs to reserve hardware, they will make their request as early as possible before its planned use.

3. Users will make purchase requests either through the Network Administrator or the Technology Committee.

Policy on Online Posting of Media Related to ECA

Guidelines for posting ECA-related media (text, videos, audio, and images) online are as follows. (*Online* consists of, but is not limited to, openly-accessible URLs, social networking sites (Facebook, Google+, Twitter, etc.), blogs, and wikis.)

Users should only post media online when:

1. Doing so brings glory to God

2. The media is presented professionally

3. The media promotes ECA positively

4. The posting of the media obeys U.S. and Colombian copyright laws

5. The posting of media that makes mention of students by name or displays their visible likeness has been cleared for public posting. A list of approved students is available in the ECA office.

Missionary teachers who communicate with supporters through public newsletters, blogs, or other online venues need to consider the largeness of their potential audience (which may be larger than the intended audience) when posting anything related to ECA. Users should be very conscious of the reputation of ECA and the ECA community as information is posted online.

Internet and Network Use Policy

A faculty or staff user of the ECA Internet and network is held responsible for their actions and reactions whenever using the Internet or network. Unacceptable use will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. Using the network for illegal activity

2. Using the network for financial gain or initiating any unauthorized financial transactions

3. Vandalizing the data of another user

4. Invading the privacy of individuals including reading electronic correspondence that belongs to others without their permission

5. Using an account owned by another user outside of their presence

6. Allowing any student, including children of faculty or staff, to use their account, without exception

7. Posting personal communications without the author's consent or posting information containing details not meant to be made public

8. Posting rude or inappropriate messages or pictures

9. Using or viewing Internet sites with inappropriate graphics, language, content, or values

10. Forwarding emails *en masse* or forwarding emails with inappropriate stories, jokes or graphics

11. Using storage space inappropriately, including downloading and saving music, pictures,

or videos unnecessarily or illegally

12. Personal use of any website, such as chatting, emailing, social networking (use of Facebook, Google+, Twitter, etc.), or playing games during school or work hours

13. Circumventing (bypassing) or attempting to circumvent the school's Internet blocking system

14. Using ECA resources to use pirated material

General Computer Use

Do not touch the main computer and do not bring food or drink into the lab.

Goals include

1. Hardware permitting, students will have as many opportunities as staff to learn to use computers and technology.

2. Students will discern wise use of computer time based on Christian principles and available resources.

3. Students will desire to grow in computer usage skills and use them in practical situations.

Games

1. Rationale for games at ECA is that they should be helpful to teach computer and/or thinking skills. They can be beneficial for review and simulations. Since students often have access to this medium, it is our desire to minimize the use of entertainment-focused games in the computer classroom.

2. Games are not played by students or teachers during the school day (defined as 7:30-3:30) unless they are a specific part of the class and related to the curriculum. Exception could be monthly or quarterly rewards.

Practicalities

1. Avoid personal emails and chatting during the school day.

2. Classes have priority for computer use in the lab. When a class does not use all of the computers, students and teachers are welcome to use them. It is important to respect the teacher and class by working without talking. If discussions are necessary, they should take place outside the computer room.

3. Students sign an "Internet use agreement" during registration.

4. When electricity goes off, ALL COMPUTERS MUST BE IMMEDIATELY SHUT DOWN. Follow the posted procedures.

5. No students are allowed in the lab without a responsible adult present.