

Heritage Christian Academy
STUDENT / PARENT AGREEMENT AND PERMISSION FORM

NOTE: The Technology Acceptable Use Policy document is located at www.hcaeagles.org. Click on Resources, and then on Admissions. Scroll down to the bottom of the page.

STUDENT

I have retrieved a copy of Heritage Christian Academy's *Technology Acceptable Use Policy* and have read the conditions for technology use. I hereby agree to comply with the conditions set in the *Acceptable Use Policy*. I understand that the unacceptable use of technology may result in suspension of my user account and disciplinary action in accordance with HCA's policies.

Student Name (*print*): _____ Signature: _____ Grade: _____ Date _____

Student Name (*print*): _____ Signature: _____ Grade: _____ Date _____

Student Name (*print*): _____ Signature: _____ Grade: _____ Date _____

Student Name (*print*): _____ Signature: _____ Grade: _____ Date _____

If the User is under the age of 18, a parent or guardian must also read and sign the agreement.

PARENT OR GUARDIAN

As the parent or guardian of the student named above, I have read a copy of the *Technology Acceptable Use Policy*. I understand the conditions outlined in the *Acceptable Use Policy* and disciplinary policies of Heritage Christian Academy. I accept responsibility for my child's computer use at HCA. I recognize that access is designed for educational purposes and that HCA filters for inappropriate and offensive sites; but understand that no system is faultless and do not hold HCA responsible for materials acquired on the network.

I give permission to issue a computer user account to my child.

➔ Parent / Guardian name (*please print*): _____

➔ Parent / Guardian Signature: _____ Date: _____

PICTURE RELEASE AGREEMENT

We at Heritage would like to display special pictures throughout the year of our students and classes. We would like to post these pictures on the HCA Website and our private HCA Photobucket website for everyone to enjoy.

HCA Photobucket is a private site only available to our students. Our school website, www.hcaeagles.org, is open to public viewing.

We also would like to share videos of certain performances or activities at Heritage. To be able to post these on the school web site the video has to be processed through You-Tube and can be accessed there as well.

Students may be pictured from a distance or in the background of a picture/video without parental permission. However, we must have parental permission to post close-up shots where an individual child is easily identified. No student's last names will be posted with any pictures on www.hcaeagles.org, but can be posted with HCA Photobucket, since it is a private site. (We only work on Photobucket during the years we have adequate enrollment in the yearbook program.)

Heritage is occasionally featured in public media such as television, newspapers, journals, and online (including facebook). Students are frequently interviewed and photos displayed with their names.

I understand that my student's photo and name may be displayed in public media related to school activities.

➔ Student's Name _____

➔ Parent's/Guardian's Signature _____ Date _____

Parent's email address _____

Heritage Christian Academy

Technology Acceptable Use Policy (AUP)

Computer Use Agreement: Student

The purpose of this agreement is to provide Heritage Christian Academy (HCA) local area network (LAN) and Internet access for educational purposes and authorized use of the Internet consistent with HCA's Mission Statement. This access shall (1) assist in academic achievement, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. This Agreement may be modified at any time by HCA with notice to the User.

1. All computers, servers, programs, software, and student information provided by HCA are property of the school and used for educational and communication purposes only.
2. Use of the computer system by account holders is consistent with Heritage Christian Academy's mission and policies.
3. The use of the computer system and network is a privilege. This privilege can be revoked or limited at any time for any reason. Appropriate reasons include, but are not limited to: computer usage not consistent with HCA's policies, non-educational use, damage to equipment, accessing / altering secure information, launching viruses or harming the system or programs. HCA will periodically evaluate User usage to determine if specific usage is consistent with acceptable use policies. HCA reserves the right to log Internet use and monitor space utilization by Users. HCA reserves the right to delete a User Account to prevent unauthorized activity.
4. HCA may review the User Account, User activities, Internet use and computer use at any time. Usage of the computer system by students is not considered confidential or private. Electronic communications should not be considered private or secure.
5. Computer / network use is limited to educational use and communication only; all other purposes are forbidden including, but not limited to, political lobbying, advertising, or for-profit uses. Users cannot send or forward chain mail or unsolicited advertising.
6. HCA uses an Internet filtering system; however no system is faultless. Intentional access by a User of material that is inconsistent with HCA's mission and policies will result in disciplinary action. HCA reserves the right to remove material that is obscene, pornographic, abusive, contains profanity or otherwise objectionable
7. User accounts are limited to the User only; use of an account by someone other than the registered User is forbidden. User's passwords are confidential and are not to be shared with others or used by others. Any problems arising on a User's account is the responsibility of the User. If a User believes a password has been lost or stolen it is to be reported to HCA staff or Technology Director immediately.
8. Account misuse: Misuse of the account will result in disciplinary action and/or suspension of account privileges. Misuse includes, but is not limited to:
 - ◆ Electronic communication that is harassing, fraudulent, embarrassing, sexually explicit, obscene, intimidating, unlawful, or inappropriate.
 - ◆ Modifying other User account information or data
 - ◆ Misrepresenting other Users on the network
 - ◆ Tampering or "hacking" into the system
 - ◆ Interfering with Internet use by others
 - ◆ Installation of copyrighted software
 - ◆ Unauthorized copy or use of licensed copyrighted software
 - ◆ Posting personally identifiable information about peers
 - ◆ Knowingly attempting to bypass content filtering or Internet access proxies
 - ◆ Non-educational access such as social networking sites, chat rooms, etc.
9. HCA will cooperate with local law enforcement agencies if there is violation of the local, state or national laws.
10. HCA does not warrant that the functions of the system will meet any specific requirement the User may have, or that they will be error free or uninterrupted; nor shall HCA be liable for any direct or indirect, incidental or

consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation or inability to use the system.

11. The User may not transfer file, shareware or software from information services and electronic bulletin boards without the permission of the HCA Director of Information Technology or his/her designee. The student will be liable to pay for the cost or fee of any file, shareware or software intentionally or unintentionally transferred.
12. Users are responsible for the proper use of equipment and will be held accountable for any damage to or replacement caused by an abusive act.
13. HCA's technology system may only be used under the supervision of an HCA staff person. HCA staff will not be liable for inappropriate acts committed on the system by a student without staff knowledge.
14. Student account data will be removed by HCA at the close of the academic year. Students are responsible to delete or personally archive data they wish to save.