



## **CELL/DIGITAL DEVICE/INTERNET/SOCIAL NETWORK/HONOR CODE**

WCA requires the removal of cell phones as they pose temptations to cheat on tests, temptations to communicate with neighbors in class without making audible sounds, temptations to make unkind remarks through texting, and temptations to be distracted by games and images.

WCA students will not have cell phones/iPods/digital recording devices in the school building (including lockers, purses, or backpacks) during business hours unless they have been: 1) relinquished at the beginning of the school day according to a prescribed plan designated by the student's department head (Head of Elementary School, Head of Middle School, or Assistant Administrator on behalf of high school); or 2) stored in the car. In addition, WCA does not accept responsibility for damage to cell phones/iPods/digital recording devices while they are in the possession of administrative staff members. Items must be labeled and can be retrieved at the close of the school day according to the prescribed plan.

### **INTERNET ACCEPTABLE USE**

The Internet connection will be used only to meet the goals of Williamsburg Christian Academy's curriculum. Students will have the opportunity to enhance their learning through accessing additional resources for reference and research; consulting with experts in a variety of fields; communicating with other students and individuals in similar study situations; learning to conduct searches, evaluate resources, and locate relevant material; and interacting with up-to-date primary sources. WCA will provide: 1) a connection that is protected by a reliable Internet filter that blocks sites which are objectionable for content or language, and/or the releasing of personal information; 2) supervision of students while they are using the Internet; 3) training for students (and parents) that clearly spells out what is appropriate and what is inappropriate; and 4) a requirement that students and parents sign agreements to abide by the Internet policies of the school.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following code of ethics. The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or revoking of these privileges temporarily or permanently at the discretion of the administration. Some examples of unacceptable use are:

1. Using the network for any illegal activity.
2. Using the network for financial gain or initiating any financial transaction.
3. Degrading or disrupting the equipment or system performance. (Any security problems must be reported to the technology director and not shared with other users.)
4. Vandalizing the data of another user.
5. Wastefully using finite resources, after being warned and instructed as to proper use.
6. Gaining unauthorized access to resources, including attempting to get around the Internet filter installed on a computer with Internet access.
7. Invading the privacy of individuals including reading mail that belongs to others without their permission.
8. Using an account owned by another user – with or without that user's permission.
9. Posting personal communications without the author's consent or posting information not meant to be made public.
10. Posting rude or inappropriate messages.
11. Downloading viruses or attempting to circumvent virus protection programs.
12. Violating the spirit of WCA's Mission Statement.

The student and parent (or guardian) must sign agreement to these policies after they have discussed these rights and responsibilities together. The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, WCA cannot assume responsibility for:

1. Students evaluating and citing sources inappropriately.
2. Costs that the students incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources.
4. Guaranteeing privacy of mail. The electronic file policy of the Academy includes that *WCA provides technological equipment for job-related and educational purposes and specifically reserves the right to monitor employee and student work performance and use of any mechanical, electronic, or other work-related devices. This includes telephone, voicemail, computer, Internet, and email. Misuse of WCA equipment may lead to disciplinary action up to and including dismissal or expulsion.*

## SOCIAL NETWORK POLICY

All Internet communications during school hours are subject to this policy and the school's Internet Use Policy. All students are expected to reflect a positive Christian testimony and serve as Christian role models, in and out of school. The school's policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the students' or the school's Christian testimony, that contain confidential student or parent information, that contain confidential school information, that disparage the school, staff or students, or that violate the school's antidiscrimination/anti-harassment policies may result in requests to remove the communications and in student discipline, including expulsion. The school shall hold students personally responsible for all material they post or blog on a website or for content posted by third parties that is appropriate.

## HONOR CODE

### HONOR CODE (SECONDARY STUDENTS)

I am acquainted with the information in the student handbook, and I recognize the need for the establishment of administrative policies and procedures. I will uphold the handbook guidelines to the best of my ability with God's help. I understand that failure to comply may result in my dismissal.

1. I promise to uphold the standards of the school in dress and conduct. I will in honesty and teachable spirit accept correction in these areas knowing it will be given for my benefit.
2. I will abstain from the use of tobacco, drugs, profanity, vulgar language, alcoholic beverages, immorality, gossip or talking critically about others, malicious or careless destruction of property, and any other activity inconsistent with WCA's core values or Christian standards.
3. I will work diligently on all class work, striving for the highest grade I can possibly earn. I will always do my own work. I will not give, receive, or attempt to give or receive unauthorized help that could result in an unfair advantage in completing school work. I will not lie, cheat, plagiarize, or steal.
4. As a student at Williamsburg Christian Academy, I will act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, morality and honesty at all times, even when away from the school.

### SIGNATURES REQUIRED (Strike through the word "Honor Code" if it does not apply to your student.)

I, the parent of \_\_\_\_\_ agree to adhere to the Academy's cell phone/iPod/digital Recording Device Acceptable Use Agreement, Internet Acceptable Use Agreement, Social Network Policy and Honor Code without reservation and will support consequences for unacceptable use wholeheartedly **as long as my child is a student at Williamsburg Christian Academy**. I have read and explained this policy to my child thoroughly. I have read the parent/student handbook and agree to its policies.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I, as a student of Williamsburg Christian Academy, agree to adhere to the Academy's cell phone/iPod/digital Recording Device Acceptable Use Agreement, Internet Acceptable Use Agreement, Social Network Policy and Honor Code without reservation and will support consequences for unacceptable use wholeheartedly **as long as I am a student at Williamsburg Christian Academy**. My parent(s) has (have) read and explained this policy to me thoroughly. I have read the parent/student handbook and agree to its policies. I agree to abide by the above standards and other regulations expected of students enrolled at the Academy. I will not give the impression to students, parents or faculty that I am not in harmony with the goals or standards of Williamsburg Christian Academy.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_