



PCAA Computer/Internet Responsible Use Agreement

The computer network system is owned by the school. These rules will help us to be fair to others and keep everyone safe.

1. I will only use my own network login and password.
2. I will not look at, change or delete other people's files.
3. I will not bring in my personal technology devices for attachment to a computer without permission. **I will also not use these devices during a class.**
4. I will ask permission from my homeroom teachers before using a computer and before accessing the Internet.
5. I will tell the teacher if I see a problem with any computer.
6. I will not download software from the Internet nor distribute obscene and copyrighted materials over the network.
7. I understand that games should not be played in class. Although students may play educational games during free time, the permission of a teacher is required. If while permitted to play a game, a student must yield the computer to another student who would like to use it for legitimate work.
8. I understand that laptops are the school's property and are not allowed to be taken home or used outside the school building.
9. I will not give share my personal home address and or phone number online.
10. I will only e-mail people my teachers have approved.
11. I will be respectful of the feelings of other users.
12. I will not use Internet chat unless supervised by a teacher for collaborative educational use.
13. I will tell a teacher immediately if I see anything I am unhappy with or if I receive messages I do not like.
14. I understand that the school may check my computer files and the Internet sites I visit.
15. I understand that if I deliberately break these rules, I may not be allowed to use the computers or the Internet.
16. I will not shoot and or publish photographs of the school, students and teachers without first obtaining their permission.
17. I will not eat or drink while operating a computer at PCAA.
18. I will handle all computers with respect and care.
19. I will promptly return a laptop to the mobile cart for charging after I use it.
20. **I understand that if I deliberately break any of these rules, I may not be allowed to use the computers or the internet at PCAA.**

The school may exercise its right to monitor the use of the school's computer network systems, including access to web-sites, the interception of e-mail and the deleting of inappropriate materials where it believes unauthorized use of the school's computer system is or may be taking place, or may be used for harmful or criminal purposes or for storing harmful, unauthorized or unlawful text or imagery.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

**VIDEOTAPING AND PHOTOGRAPHING
IMAGE RELEASE AND CONSENT FORM**

The Personal Information Protection and Electronic Documents Act requirement with regards to disclosure of private information requires Prairie Central Adventist Academy to obtain your consent via this "Image Release and Consent" form.

We hope that this form will make it easier for you to make your decision about the use of your child's photo or other images. PCAA thanks you in advance for your cooperation.

If you do not return this form, PCAA will assume that you give us permission to use your child's image in PCAA'S publications, including yearbooks, brochures, handbooks, calendars, photographs, videotapes and the Internet.

Please understand that by not returning this form, you hereby remise, release, and forever discharge PCAA from any liability for any injury or action against the below-named student resulting from the use of such photographs, videotapes, or other images in any medium used by the School.

This release includes that PCAA will not be responsible for other Internet users' reproductions, displays, distributions, or modifications of students' images used, in whole or in part, in obscene, pornographic, or any manner, or will the School be responsible for, among others, the copyright infringement, defamation, misrepresentation, criminal acts, cyber theft, cyber stalking or other citizens' use of the School's website images and information.

I/We, the parents or guardians of _____ Grade: _____

Hereby give/deny my/our consent to PCAA to use my/our child's image as listed below: PCAA may:

- | | | |
|---|-----|----|
| Use my child's picture in the school yearbook or calendar | Yes | No |
| Use my child's picture in school print publications, such as handbooks, brochures, etc. | Yes | No |
| Use my child's picture in newspapers TV coverage, videotapes, and photographs. | Yes | No |
| Use my child's picture, name, and/or schoolwork on the Internet; or school website. | Yes | No |

Date

Signature of student

Date

Signature of parent/guardian