



Bible Baptist Schools

Computer Lab Permission Form

In a technology driven world, Bible Baptist Schools desires to train students to use technology for the glory of God. Technology can be extremely beneficial; but if used incorrectly, it can bring so many problems. At BBS, we seek to provide a Christ-like, learning-friendly atmosphere that will help our students understand the benefits and how to properly use technology.

In the computer lab, our goal is to eliminate any and all danger to provide utmost safety for our students. The computer lab will be used to teach typing, to create documents, spreadsheets, and presentations, and to research projects. We have limited internet access to only school-approved websites. Any other websites will be restricted and will require teacher's permission. At all times there will be a teacher supervising the students in the computer lab. We believe these proactive safety measures will give the opportunity to learn, while providing the protection needed.

We also desire to teach students to be good stewards of God's property at BBS. The following policies are designed to provide guidance and accountability for the students. All handbook rules are enforced. Failure to abide by these guidelines may result in demerits or suspension from the computer lab.

COMPUTER LAB POLICIES

Students will refrain from the following:

- Eating any food or drinking any beverages in the library/computer lab
- Printing or copying without prior consent
- Sending messages of any kind over the computers
- Altering the computer desktops' settings without consent from the instructor
- Gaming or use of any other program not associated with the class assignments without instructor consent
- Removing or changing computer keys
- Causing damage to any equipment (either intentionally or unintentionally)
 - Parents may be held liable for cost of any damages
 - The costs are to be determined by administration
- Uploading unrelated files, images, music, movies, software, etc. on any school computer
- Using another student's assigned computer without the instructor's consent

INTERNET POLICIES

- All internet use will be limited to preapproved sites and supervised.
- The internet will not be accessible to students without adult supervision.
- Internet history (record of websites accessed) is not to be deleted and will be monitored by staff.
- Each student will be permanently assigned to a specific computer. Each student is responsible for activity on his specified computer.
- Each student will have a password protected login account, holding the user accountable for their individual internet history record. Passwords are to be kept confidential. The student should

immediately notify the instructor if he/she suspects others know their password, and the password will be changed.

- Use of another student's computer would bring consequences to both parties (violation and assigned student).
- Students are not allowed to access personal e-mail accounts on BBS computers, including e-mails to other students or staff.

MINIMUM CONSEQUENCES FOR POLICY VIOLATION

1st offense:

The student will receive a ONE week suspension from the computer lab. Any required class work or homework can be completed outside of the school and submitted to the instructor (instructor assigned due date) to avoid loss of points for the assignment. Use of any computer on the BBS campus will not be allowed at any time during this suspension.

2nd offense:

The student will receive a TWO week suspension from the computer lab. Any required class work or homework can be completed outside of the school and submitted to the instructor (instructor assigned due date) to receive one half of the credit for the assignment during the suspension period. Use of any computer on the BBS campus will not be allowed at any time during this suspension.

3rd offense:

To be determined by administration.

By signing this form, I understand that I will hold harmless Bible Baptist Schools from any misuse of the computer lab. I hereby acknowledge all of the rules of the computer lab and the internet policies set forth by Bible Baptist Schools. I understand that there are consequences if I do not follow the rules that are outlined above.

Student Signature

Date

Parent Signature

Date