



2011-2012 K-12  
Faculty Handbook

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## **2011-2012 Administrators**

**KARLA G. WALLACE**  
Superintendent

**DON WALLACE**  
Secondary Principal

**KAREN PIPES**  
Elementary Principal

**KAY GREENWADE**  
Preschool Director

## **2011-2012 WCS BOARD MEMBERS**

Matt Baker

Perry Curry

Kelly Fristoe

Don Heyen

Ken Holsberry

Sarah Landes

Alan Lee

Jerry McGee

Harry Patterson

Jessica Vasquez

## **Mission Statement:**

The mission of Wichita Christian School is to provide a quality education in a Christian environment that inspires hearts, minds, and souls for successful living.

## **Statement of Faith:**

Dedicated supporters of Wichita Christian School believe that children of God are brothers and sisters within the Christian Family. They use their diverse backgrounds and talents to work together in unity toward the glorification of God. Members of the Christian family are those that have accepted Jesus as the Son of God and have entered a relationship with Him through obedience to the commandments and teachings of God's plan of salvation as outlined through His inspired word. As a result, it is the prayer of those dedicated supporters that the students of Wichita Christian School are brought to an understanding of their role within this Christian Family.

## **Introduction:**

The purpose of Wichita Christian School is to teach young people in a Christian environment. Therefore, we are, by our very design, a unique community. It should be the mission of every teacher to encourage each student to be more like Jesus and to help each student grow "in wisdom and stature, and in favor with God and man."

## **Responsibilities and Expectations:**

WCS staff are held to a high standard of conduct that is consistent with Biblical principles in their personal lives to include, but not limited to, justice, honesty and good morals.

WCS teachers are *strongly* encouraged to be present at WCS functions, such as dinners, plays, fund-raising events, student events and activities, and especially baccalaureate and graduation.

Each teacher is responsible for sending home with students messages sent out through the office. Renweb will be utilized to the greatest extent possible for communicating with parents, staff and students. All correspondence will be handled in a professional manner. Each teacher is responsible to see that equipment or property is not damaged intentionally. In case of damage, it is to be reported to the office immediately.

Courteous conduct of all students in the halls, rooms, restrooms, and on the playground is to be encouraged and exemplified by each teacher and staff member. It is suggested that teachers require expectations concerning proper manners and respectful responses from students (i.e. "yes, ma'am", "no, ma'am", "yes, sir", "no, sir", etc.)

Teachers are expected to help with the monitoring of hallways and restrooms between classes and to keep students on task for the full class period.

All teachers are to be with their students at all times in the classroom and on the playground. **At no time should a class be left unattended.**

Teachers are to be proactive in the communication of a student's progress with parents (whether negative or positive). Avenues of communication may be progress reports, report cards, parent/teachers conferences, and correspondence by phone or through Renweb.

All staff members are appropriately dressed to contribute to rather than detract from the educational environment. Professionalism is expected in dress. Appropriate jeans are permissible for teachers and staff on Friday if worn with a Wichita Christian School shirt. Examples of unprofessional appearances:

- Cleavage of any kind.
- Flip flops may only be worn if they have a heel (no flat soled flip flops).
- Tattoos are not considered professional in the workplace at WCS. Therefore, all tattoos must be covered and hidden so that no student sees them on campus.

Teachers should maintain all requirements for certification and/or accreditation and be faithful active members of a local church.

Students must remain in classroom at all times unless there is an emergency. Secondary students are given 5 minutes between classes.

Students will not be excused from class to make or receive telephone calls unless there is an emergency.

All teachers must have daily lesson plans. All lesson plans will be posted on Renweb by Friday afternoon for the following week.

Full time teachers may be assigned to early morning or after school duties on a rotating basis.

Teachers should not address the other teachers or staff by their first names in the presence of students. Teachers or staff should not allow students to address them or other teachers and staff by their first names or nicknames.

Any teacher arriving or leaving the campus during their assigned duty time should inform the office. All staff must be at assigned posts. Supervisors must be informed in case of absence. Teachers should arrive 30 minutes before class time.

## **Alcohol and Substance Abuse:**

It is the policy of WCS to maintain a work environment that is free from the effects of drug, alcohol, and controlled substance abuse. Alcohol and controlled substance abuse in the workplace increases the potential for absenteeism, performance deficiencies, poor employee morale, accidents and injury to others.

It is a violation of the policies of WCS to possess, ingest, use, sell, traffic, and/or be under the effects or influence of alcohol or any other controlled or illegal substances during work hours on the employer's premises on which school business is conducted.

The term "illegal or controlled substances" specifically refers to marijuana, cocaine, heroin, or any other substance which is prohibited by law to be used or possessed or which by law only a physician may prescribe. Employer's premises shall be defined as any space or facility occupied, owned, or leased by WCS.

In addition, it is a violation of WCS policy to misuse or abuse alcohol, prescription drugs and over-the-counter drugs. Any employee taking medication that could affect the senses or impair employee's judgment, alertness or coordination should notify the Administration in advance of such use and obtain clearance to continue to work. The employee is responsible for ascertaining any possible side-effects. Ignorance of such effects is no excuse for avoiding discipline should job performance of the employee be affected or safety in the workplace be compromised. No employee undergoing treatment with a prescription or over-the-counter drug may operate a vehicle on school business if it impairs or affects the employee's senses, alertness or judgment.

Employees will be subject to disciplinary action, up to and including immediate termination, for violations of this policy.

## **Appraisals and Evaluations:**

The appraisal system used by WCS consists of the following components:

- Walk Throughs (from principal and/or superintendent)
- Self-Evaluation
- Formal Class Observation
- Formative Conference
- Summative Conference

When it is determined that a teacher needs improvement in specific areas, an intervention plan will be implemented for that teacher.

## **Classroom Management:**

Teachers are encouraged to handle discipline within their classroom. It is advised that the teacher list his/her own classroom rules and consequences in his/her classroom. If a problem arises, it is expected that the teacher will handle the situation appropriately. If the problem persists, then the teacher should contact the parent. If the problem continues

beyond this, then the student should be referred to an administrator. If the problem prevents the continuance of an environment of learning, then the teacher may need to refer the student to administration immediately. In all cases, the teacher should document each step with times and dates and information concerning the situation.

### **Faculty Disciplinary Action:**

When a matter arises which requires disciplinary action (as distinguished from termination), an oral warning will be given and, if the matter requires additional action, the member of the Administration who administers the warning will prepare a written report. This written report will clearly outline the problems which exist, the action to be taken in connection with the warning, and a time period given the employee for the correction of the problem. The employee will be advised of the contents of the report and the nature of the problem. The employee will be required to sign the report, and, the report, in either case, will be placed in the personnel file of the employee.

### **Field Trip Policy:**

Students of WCS have the privilege of field trips during the school year. These excursions are designed primarily to enrich instruction and extend school activity. **All trips should be educational in nature and approved by an administrator.**

The teachers and volunteer parents may provide transportation for a field trip. Permission forms are signed by the parents and filed in the office before students leave the campus.

The field trip policy is as follows:

- One teacher is in charge of all arrangements including emergency meds, i.e. inhalers, epi-pens, etc., for a field trip involving more than one class.
- Chaperone/student ratio is 1:9.
- The teacher in charge gathers all information, and secures administrator permission, and makes all notifications.
- The teacher in charge supplies all information to the other teachers at least **one week in advance**.
- The teacher in charge prepares a permission form to be sent home at least **one week in advance**.
- The teacher in charge prepares a map of the exact route to insure the arrival of everyone at the same time. The map is supplied to co-sponsors *before* the day of the trip.
- The teacher in charge makes arrangements for the use of school transportation. Permission for school transportation is obtained at least **one week** prior to the trip and is placed on the official calendar in the office. *A **School Calendar/Transportation Use Request Form** must be filled out and filed in the Admissions office.* If parents are asked to help with transportation, please ask one week in advance.

## **Grading Procedures:**

### **Elementary (K-6) Grading scale:**

A = 90-100

B = 80-89

C = 70-79

F = 0-69

### **Secondary (7-12) Grading Procedures:**

#### **Class Ranking:**

Graduating seniors shall be ranked on a four-point scale on the basis on their academic achievement in the Foundation courses required for completion of the recommended Program of Study. Computation of the grade point average of common courses shall include only the following:

1. English – English I, II, III, IV
2. Mathematics – Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus
3. Science - Integrated Physics and Chemistry (IPC), Biology, Chemistry, Physics
4. Social Studies – American History, World Geography, World History, Government and Economics
5. Foreign Language – Spanish I, Spanish II, Spanish III: or additional foreign language courses approved by the Texas Education Agency.

Any Advanced Placement, Pre-Advanced Placement, or Concurrent Enrollment class taught in substitution for one of the above listed classes will be considered advanced and will receive the “Advanced” grade points. Further any dual credit class will be considered advanced and will receive the “Advanced” grade points. Both the original grade points and those earned while retaking a class will be utilized in the final GPA.

The following grade average/grade point’s conversion chart shall be used:

Number grade	regular	advanced
100	4.0	5.0
99	3.9	4.9
98	3.8	4.8
95	3.5	4.5
90	3.0	4.0
85	2.5	3.5
80	2.0	3.0
75	1.5	2.5
70	1.0	2.0

No grade point shall be awarded for a grade lower than 70.

#### **Transferred grades from other high schools:**

No grade transferred to Wichita Christian School can be more than 100.

**Academic honors for seniors:**

Recognition for academic honors shall be given to the following graduating seniors:

1. Valedictorian – highest-ranking student
2. Salutatorian – second highest-ranking student

To receive graduation honors as valedictorian or salutatorian, a senior must have enrolled in Wichita Christian School by the first day of his/her junior year in high school. If a tie occurs between students for top honors, co-awards will be declared.

**Homework and make-up work:**

Teachers believe in homework; however, by our Board's directive, homework will not be given on Wednesday evenings to encourage families to attend midweek Bible study.

Make-up work will be allowed in the case of excused absences. Students who have excused absences will be given one school day for each day absent to turn in make-up work. Students with avoidable absences will be expected to turn in assignments upon the student's return to school. Any test that was missed due to absence, but was assigned when the student was in class, will be taken the day the student returns. Work that is turned in after the allowable period will be considered late and considered at the teacher's discretion. Students with unexcused absences will not receive credit for any work missed. Exceptions may be made in make-up work at the discretion of the administration and/or teacher.

**Report cards and progress reports (K-12):**

All progress reports and report cards will be sent via Renweb. If you do not have Internet access, it is the parent's responsibility to contact the school for a hard copy report.

Grades can also be monitored from home by accessing your students' grades on Renweb, and parents are encouraged to do so weekly.

Students whose progress report/report card has a grade less than a 70 will be required to have the progress report/report card signed by a parent and returned to the secondary principal.

**Parent / Teacher Conferences (K-12):**

The week following the first grading period will be designated Parent/Teacher Conference week. Parents may call 687-1643 to schedule conferences. Parents should feel free to contact teachers whenever need for an additional conference arises. Please do not try to conference with a teacher when he or she is involved with a class. Instead, set an appointment time to speak with that teacher.

**Principal's Honor Roll (Elementary):**

Students who earn all "A"s for the reporting period will be eligible for the Principal's Honor Roll

**A-B Honor Roll (Elementary):**

Students who earn all A's and Bs for the reporting period will be eligible for the Teacher's Honor Roll.

**A Honor Roll (Junior High and High School):**

Students who earn all A's for their semester grades will be eligible for the A Honor Roll.

**A-B Honor Roll (Junior High and High School):**

Students who earn all "A's and B's" for their semester grades will be eligible for the "A-B" Honor Roll.

**Elementary and Secondary Grading:**

Grades will be posted on Renweb on a weekly basis. Grades for progress reports and report cards will be uploaded 2 days prior to printing.

**Grievance Procedures:**

Step 1: The employee having the complaint shall meet with his/her site administrator to discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the site administrator will arrange for a step 2 meeting.

Step 2: The employee shall meet with the superintendent. If an acceptable resolution is not achieved at this step, the superintendent will arrange for a step 3 meeting.

Step 3: The employee shall submit a written description of the grievance to the Board of Directors at least one week prior to the next board meeting. If the employee would like to present the issue in person they may contact the superintendent to be placed on the agenda. The president of the board will determine the amount of time, if any, allotted to the issue.

Step 4: The Board shall consider the grievance in executive session. The Board President or a designee will contact the employee as to action, if any, taken by the Board of Directors on the issue.

**Homework policy:**

WCS includes homework as part of its curriculum for the following reasons:

- Parents are more aware of the work being done by their students.
- Parents can witness difficulties experienced by the student as he/she works at his/her assignments.
- Time is needed for practice of the skills introduced in class.
- Students need to learn self-discipline to do independent study.

\*Note: No homework is to be assigned on Wednesday night to allow students and families to enjoy mid-week worship.

## **Information for Substitutes:**

The following preparations should be made for a substitute:

Each class taught should have pre-planned appropriate activities available for substitutes. These activities and class rolls will be available in the principal's office.

## **Movie Policy:**

Showing home movies in their entirety in a school setting is a violation of copyright laws. Consequently only movie clips should be used to augment classroom teaching. Movies will not be used as "babysitters" or a substitute for classroom instruction. It may be beneficial for classroom instruction that pre-edited movie clips are worked into lesson plans. It is imperative that any movie clips do not offend or embarrass the student spiritually or socially.

## **Payroll Withholdings:**

Federal taxes and Social Security taxes are withheld from payroll checks. If an employee has children at WCS, tuition will be withheld, after taxes, from the payroll check. An optional annuity or gift to the school may be withheld from the employee's check. Staff may elect to participate in a tax sheltered annuity.

## **Permanent Records:**

Student records are kept in locked areas and are available to be checked out by authorized personnel only. However, records should remain in the building at all times and are to be turned into the office at the end of the school day.

## **Rehiring:**

Should an employee terminate for any reason and at a later date desire to return to the employment of WCS, such employee shall be considered, and, if re-employed, shall be treated as any new employee.

## **Resignations:**

As a matter of courtesy, WCS requests that all employees give a timely notice prior to resignation.

## **Safety Policies:**

Refer to Crisis Management Plan

## **School Calendar Policy:**

All school-related events must be placed on the official all-school calendar. To place an event on the calendar, a “*School Calendar/Transportation Use Request Form*” must be filled out and filed in the admissions office.

## **School Transportation Use:**

Employees wishing to use School Transportation (for school use only) must have approval from the Administration. Buses/vans must be checked out one week in advance through the office. A *School Calendar/Transportation Use Request Form* must be filled out and filed in the admissions office. Buses/vans are used on a first-come first-serve basis. Some activities may preclude others on rare occasions.

## **Sick Leave:**

Full Time staff – 8 days – after 8<sup>th</sup> day, the staff will pay for the salary of the substitute.

Part time staff – 8 half days – after the 8<sup>th</sup> half day the staff will pay for the salary of the substitute.

All staff are allowed to carry over a maximum of 8 days leave from previous years. Employees may have a maximum of 16 days leave at any given time.

Bereavement – up to ten days for immediate family in addition to leave days. Immediate family includes spouse, children, grandchildren and parents.

## **Staff Development:**

All teacher contracts are for 175 teaching days and 5 required staff development days per school year. Teachers who do not complete 5 staff development days will have their pay reduced accordingly.

## **Teacher Files:**

Teachers are expected to have on file in the administrative office:

- All transcripts
- A valid teaching certificate
- A signed contract
- Withholding form for federal income tax
- Teacher information form
- Staff development records
- Application
- Criminal background check when applicable

New Request \_\_\_\_\_

Revised \_\_\_\_\_

## SCHOOL CALENDAR/TRANSPORTATION USE REQUEST FORM

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Start and End Times \_\_\_\_\_

Location (off campus, cafeteria, gym, etc.) \_\_\_\_\_

**Transportation: (Must have *one week* notice for transportation to be guaranteed.)**

Are you needing school to provide transportation? YES \_\_\_ NO \_\_\_

If yes, circle vehicle needed:

Edgemere Van

Red Van

White Bus

Yellow Bus

Would you like for the office to secure a driver? YES \_\_\_ NO \_\_\_

**Facilities:**

Do you need chairs set up? YES \_\_\_ NO \_\_\_ If so, how many? \_\_\_\_\_

Do you need AC/Heat? YES \_\_\_ NO \_\_\_

***Please fill out this form completely, place in the tray in Theresa's office and your request will be placed on the calendar. This form may also be faxed to 940-687-0744, Attn: Theresa Arrington***

# **Electronic Communication and Data Management**

## **PHILOSOPHY AND PURPOSE**

The School may provide an electronic communications network and Internet access to electronic mail, voice mail, databases, libraries, museums, and other information sources for the following limited purposes:

1. Promote educational excellence in its schools by facilitating resource sharing, innovation, and communication.
2. Improve learning and reach the School's instructional goals.
3. Achieve effective and efficient administration at all campus levels.

Any use of the School's information and communication systems and resources by authorized users must be in furtherance of these limited purposes and conform to the School's expectations for legal, efficient, and ethical use.

## **INTERNET SAFETY AND LIMITATIONS ON SITE ACCESS**

Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, or harmful to minors or that would be otherwise inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the School's stated purposes for operating an Internet-accessible network, the School has installed technology protection measures to filter, screen, analyze, and block site content in an effort to make it more difficult for students or staff to gain access to such material through the School's network.

The I.T. Director or designated campus administrators may disable technology protection measures during use by an adult to allow access to otherwise prohibited or blocked sites or information for bona fide research or other acceptable purposes under this policy.

Nonetheless, the School makes no representation that it can control access to all Internet sites. Network users are responsible for their actions in accessing available resources and will be held accountable for receiving information that is inconsistent with the requirements for acceptable and unacceptable use of the network and Internet.

## **AUTHORIZED USERS**

The School permits individuals in the following categories to become authorized users of its computer network and/or have access to the Internet, subject to administrative regulations developed by the Information Technology Director and approved by the Superintendent.

1. Campus administrators and campus administrative support employees.

2. Instructional personnel.
3. Instructional support and student services personnel, i.e., librarians, counselors, and school nurses.
4. Students in grades K-12. Students in grades K-12 may have access through class accounts and regulations for those accounts.

To become an authorized user, a person must sign the User Agreement, and return both forms to the I.T. Director or designee. Minor students applying for a user account must also return a signed Parent Agreement.

## GENERAL REQUIREMENTS FOR NETWORK AND INTERNET USE

Student and employee use of the School's computer network and/or access to the Internet must be in accordance with this policy. No account sharing will be permitted, and each authorized user is responsible for all activities, transmissions, or actions that occur under that account identifier.

Any user who identifies a security problem with the network must immediately notify the School I.T. Director and may not communicate the problem to any other person.

## MONITORING USE

Use of a personal network account through the School's system is voluntary and constitutes a privilege provided by the School, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. By signing the User Agreement, each authorized user acknowledges the possibility of such monitoring and consents to it.

Professional employees overseeing student instructional use of the School's computer network or access to the Internet will be vigilant in determining that students are using the School's system only in compliance with this policy to enhance student safety and security, particularly when students are using electronic mail, chat rooms authorized under this policy, and other forms of direct electronic communication.

## SUSPENDING OR REVOKING PRIVILEGES

Access to the network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have violated this policy or the User Agreement each user signs as a condition for obtaining access to the School's network and/or the Internet.

Any user identified as a security risk or who has a history of violations with other computer systems will be denied access to the network. A user whose access has been suspended or revoked may request a conference with the principal and I. T. Director to

discuss the basis for that action and have an opportunity to respond. A decision by the I. T. Director to suspend or revoke system privileges may be appealed to the Superintendent or the Board. System privileges are revoked during any appeal.

## ACCEPTABLE USE

Any use described below is deemed “acceptable” and consistent with the User Agreement and this policy. Occasional personal use is acceptable during no instructional or break/lunch periods. Personal use will be monitored. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee, in consultation with the IT Director. Acceptable use:

1. Supports instructional purposes and goals.
2. Furthers the School’s educational and administrative purposes, goals, and objectives.
3. Furthers research related to education and instruction.
4. Is consistent with network rules established by the IT Director.
5. Does not violate the student code of conduct or employee standards of conduct.

Users may use Internet radio or video for academic purposes only, but such use may be disconnected without notice if it affects the performance of the School’s communications network.

## UNACCEPTABLE USE

Any of the following uses is deemed “unacceptable” and a violation of the User Agreement and this policy. The final decision regarding whether any given use of the network or Internet is unacceptable lies with the Superintendent or designee, in consultation with the Technology Director. Unacceptable use includes:

1. Unauthorized use of copyrighted material, including violating School software licensing agreements and sharing of copyrighted audio files.
2. Posting or distribution of threatening, racist, harassing, excessively violent, sexually explicit, or obscene material.
3. Personal or political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
4. Participating in chat rooms other than those sponsored and overseen by the School.

5. Tampering, i.e., accessing, reading, deleting, copying, or modifying, with the electronic mail of other users, regardless of where the message is displayed or stored.
6. Tampering, i.e., accessing, reading, deleting, copying, or modifying the files or data of another user, regardless of where the files or data are displayed or stored.
7. "Hacking," i.e., attempting unauthorized access to any computer whether within the school's network or outside it.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct or employee standards of conduct.
12. Use related to commercial activities or for commercial gain by a student or employee.
13. Advertisement for purchase or sale of a product.
14. Online Games

## SERIOUS VIOLATIONS

If Administration determines that a student's or employee's use of the system violates the student code of conduct or employee standards of conduct and that disciplinary action other than or in addition to suspension or revocation of system privileges is warranted, those disciplinary actions will be in accordance with the applicable policies.

## SYSTEM OR OTHER USER INTERFERENCE

Users must not attempt to exceed, evade, or change established resource quotas, i.e., allocations of local hard drive storage space or network time. The School quotas are designed to ensure all users have a fair opportunity to access resources.

Vandalism and mischief are prohibited. Vandalism includes any attempt to harm or destroy another user's data on the network or on any network connected to the School's network and any deliberate creation or propagation of a computer virus (es). Mischief includes any interference with another user's work, such as attempts to delete, examine, copy, or modify data, files, fields, or any other element of another user's information.

## DISCLAIMER

The School makes no warranties of any kind, expressed or implied, for its network facilities and bears no liability for users' copyright violations; users' inappropriate or tortuous use of the network system or resources; any damages incurred by users, including loss of data resulting from the action or inaction of any School employee or a user's errors or omissions; and phone charges, credit card charges, or any other charges incurred by users without prior School authorization and according to established purchasing procedures. The School specifically denies any responsibility for the accuracy, age-appropriateness, or quality of information obtained through its network facilities.

## INTELLECTUAL PROPERTY RIGHTS

Students retain the copyright and all other intellectual property rights to works of any kind they create using the School's electronic information resources and system, including those created in fulfillment of course requirements or through participation in extracurricular activities.

The School is the copyright owner of any work created or developed by an employee within the scope of his or her employment, regardless of whether the work is prepared at school using school equipment or out of school using personally owned or other equipment.

## **COMPUTER / INTERNET USE POLICY:**

Wichita Christian School believes that the Internet is a valuable tool for education. Access to the Internet provides a wealth of information, research opportunities, communication services and international exposure in ways that would be otherwise unavailable.

However, the Internet also contains some material that is inaccurate, offensive, satanic, illegal, or otherwise inappropriate for any school setting. WCS has taken precautions to limit access to such materials through the use of Internet filters. It is, however, impossible to control all access to such information and a user may find such material either deliberately or by accident. We believe, however, the benefits to students from on-line access outweigh the possibility that a user may obtain material inappropriate for an educational setting.

The Internet user is held responsible for his/her actions when on-line. All users, therefore, must abide by the guidelines that are outlined here. If a user violates these guidelines, further access to the Internet and/or use of computers at WCS may be denied.

## Guidelines:

1. Access is a privilege, not a right. This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in suspension or cancellation of computer privileges. The school administration and system administrator will determine what is inappropriate use. The administration, faculty or staff may request that the system administrator deny a specific user access.
2. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
3. Students are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
4. Students will be held accountable for any information they publish on the Internet that is publicly accessible or accessible to a large number of people such as on Facebook or My Space.
5. Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.
6. Network users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
7. Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, "hacking" or other disruption in the operation of the computer or network. Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by WCS for repairs, and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.
8. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated.
9. Internet users will in no way use the network for financial gain nor carry out financial transactions of any kind.
10. If a user discovers a security problem in the school's computer network, he will notify the system administrator. They will not demonstrate the problem to others. Users shall not attempt to "hack" the computer system.

11. Users must not use another's account or password nor reveal passwords to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use others folders, work, data or files.
12. Students shall not use a computer logged in under another student's name. Users are not to use a computer logged in under a teacher's name.
13. Users are not to post notes to newsgroups or bulletin boards (i.e. MySpace, Facebook) nor enter any chat rooms. Internet users shall not reveal addresses, phone numbers or other personal information to others on the Internet.
14. Information retrieved by a user is that person's responsibility and at his own risk. Wichita Christian School assumes no liability for the accuracy of any information from the Internet. WCS is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to insure a reliable connection, there may be times when the Internet service is "down" or unavailable.
15. Students may not download files from the Internet nor upload to/through the school network unless granted permission from a faculty member. Any such files must be checked by a virus scan.
16. Users shall realize that communications over the network are not guaranteed to be private. System administrators may review files, messages, or data to insure that the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities.
17. Users shall not load unauthorized games, programs, files or nor any other media on any school computer system. This includes the use of flash or thumb drives and external hard drives. The computers at WCS are educational tools and are not to be used for one's personal use or recreation.

Any violations of the above guidelines may result in loss of computer access, as well as other disciplinary or legal action that is consistent with and in accordance with the applicable State and federal laws.

# Computer/Internet User Agreement

*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. Philippians 4:8*

## **Expectations and Condition:**

1. It is my responsibility to avoid abusive conduct with would include, but is not limited to, the altering of system software, placing unlawful information, computer viruses or harmful programs on or through the system, in either public or private files or messages.
2. I am accountable for the use of my password. My password must not be revealed to anyone. I will not use the passwords of others.
3. I will not use the school's computers to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, or abusive.
4. I will not use the school's computers to harass, insult, or attack others.
5. I will only used authorized software on the school's computer system.
6. I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment, or otherwise disable the system.
7. I will not change, copy, rename, read, delete, or otherwise access files or software that I did not create unless I have permission to do so.
8. I will not use a school computer for anything other than course-related work without permission to do so.
9. I will not violate copyright laws or use the school's computers for commercial purposes.
10. If I identify a security problem on the school's computer system, I will immediately notify the IT Director of designated campus administrator.

## **Network/Internet Policy:**

I will abide by the generally accepted rules of network/internet etiquette. These include, but are not limited to the following:

1. I will be polite and will not send abusive messages.
2. I will use only appropriate language.
3. I will not engage in illegal activities of any kind.
4. I will not reveal my personal information or the personal information of others.
5. I will only use the network account assigned to me.
6. I will use the network in such a way that I do not disrupt the use of others on the network.
7. I will not use external storages devices. These include but are not limited to USB drives and external hard drives.

*Before signing this document you should read the entire the Computer/Internet User Agreement and “Electronic Communications and Data Management” and “The Computer/Internet Use Policy.”*

**User Agreement for Staff**

In consideration of the privilege of using the Wichita Christian School computer system, I agree that I have been provided with a copy of the school’s policy on the use of computerized information resources. I agree to adhere to the policy, other regulations that may be developed, and to any changes or additions adopted by WCS. I also agree to adhere to related policies of Wichita Christian School that may be contained in Student and/or Staff Handbooks.

I understand that failure to comply with these policies may result in the loss of my access to the school’s computer system, and may in addition result in the imposition of discipline under the school’s conduct and disciplinary policy. I further understand that the school reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the school.

Name  
(printed): \_\_\_\_\_

Signature: \_\_\_\_\_

WCS Faculty Handbook  
Signature Page

I, \_\_\_\_\_, have  
read and understand the faculty handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date