**Waynesboro Mennonite School**

**Internet and Technology Acceptable Use Policy**

**Preamble:**

The computer network and Internet access at Waynesboro Mennonite School exists to serve the faculty in their administrative and educational duties. The use of the computer network should bring glory to God by helping the faculty be more productive in their task of teaching and training young people for His service. Students will not have any access to the Internet. Any exceptions to this student use policy will be rare, under the direct supervision of a teacher, and only for strictly educational purposes.

**Acceptable Use:**

The computer network is intended to help the faculty and staff in the following types of activities:

* Design and implementation of high quality instructional activities
* Field trip planning
* Professional development
* Research and development
* Office work
	+ Purchasing
	+ Bill payment
	+ Financial management

Personal use of the computer network is to be severely limited. This network is designed to help the faculty accomplish their task in educating the students and not to aid employees in personal business, shopping, social networking, entertainment, and frivolous communication. As committed followers of Jesus all employees must take seriously the call for integrity. Using time wisely while on duty is a serious matter and deserves the utmost attention. While a minimal amount of communication, as one might use the school phone, is understood, this should never interfere with the teacher’s duties. A careful accounting of employee time is not limited to the use of the internet but also the use of time in telephone conversations, texting, etc.

Remember that ultimately Philippians 4:8 is our guide in the use of technology. We are to spend time thinking on those things which are just, pure, honest, of good report, and worthy of praise. The bar to which God calls us extends far beyond avoiding the evil that is accessible on the web.

**Unacceptable Use:**

1. Faculty:
	1. Using the computer network to access illegal or objectionable materials (pornography, violence, gambling, profanity, drugs, etc.)
	2. Using the computer network to post school pictures to personal webpages and social networking sites.
2. Students:
	1. The use of the school telephone without permission.
	2. Any access to the computer network unless under the direct supervision of a teacher for specific educational use.
	3. The use of any personal electronic media including but not limited to cellular devices, computers, tablets, radios, mp3 players and DVD players unless specific permission is granted by the teacher.
3. Anyone irresponsible in the use of the school’s technology will forfeit their privilege to use these tools.

**Policy Administration**

The administrator is charged with monitoring the use of the computer network and will periodically use time at staff meetings to provide an accountability structure for the faculty.

**Filtering**

A filtering service will be provided for any computers connected to the Internet through the school’s network.