

**First Baptist Academy
Technology Responsible Use Form
Parent Acknowledgement and Authorization**

As we begin the new school year, there are several issues of privacy and/or handling of information that we need to address with parents. Please review the issues mentioned and indicate your acceptance or approval of these issues. ***Please return this form with your application or re-enrollment paperwork.***

Internet and Computer Use, Rules, and Expectations for FBA (and/or First Baptist Church of O'Fallon) Students - All students shall assume the following responsibilities concerning the use of the First Baptist Academy technology:

1. Students shall treat all equipment with care and report misuse of computers or other technology as soon as the student becomes aware of it.
2. Students may not vandalize or intentionally damage FBA computers or software. Students/Parents will be responsible for the cost of repairs and/or replacement.
3. Students are expected to respect the work of others and not damage, destroy, or copy another person's data without permission.
4. Students may not tamper with or attempt to gain access to computer data to which he/she does not have security authorization.
5. Students may not load or copy unauthorized software onto FBA computers.
6. Network security is a high priority. If a student identifies a security problem or issues on the FBA network and/or internet, he/she must notify a staff member immediately.
7. Students must have parental consent to access the internet. FBA will utilize some filtering software or programming to prevent students from accessing inappropriate internet material; however, no filtering program provides 100% security. It is the policy of First Baptist Academy that students will utilize the internet under teacher supervision, and that students may access the internet only while under teacher supervision.

Student Information for Publication: From time to time, we may have articles appear in the local papers or the internet/website regarding the school/students. Many times, when pictures are included they will request the names of students which will be listed in the articles/website. Please indicate on the back whether you wish to allow your child's picture/name to appear in publicity information.

Student Handbook: The Handbook is on the website, www.fbaofallon.org, for you to access. Please read and review with your child so that all rights and responsibilities are understood. Please indicate that you have received/read a copy of the Handbook and understand the information included.

Social Networking: The school may not request or require a student to provide a password or other related account information in order to gain access to the student's accounts and/or profile on a social networking platform. However, we may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's accounts and/or on a social networking platform that violates a school disciplinary rule or policy. In the course of an investigation, the school may require the student to share content in the course of such an investigation.

Office 365 (O365) for Students: O365 is a plan that is available for free to all students who attend FBA. Currently we are focusing on all 5-12th grade students as it will enable them to use the online version of Microsoft Office for the duration of your time at FBA. The platform also provides your student with an email/login can be accessed anywhere. It will allow students to collaborate with their teachers and classmates, submit work digitally, and use our mobile lab.

Please check all appropriate boxes and sign at the bottom of the form.

Internet and Computer Use: I/we have read and understand the rules for computer use at First Baptist Academy and I grant permission for my child to have access to FBA technology and to the internet through the FBA connection.

_____ Yes _____ No

Student Information for Publication: I/we grant permission for my child to have his/her picture and/or name published on the FBA website and social media (i.e., Facebook, Instagram, YouTube).

_____ Both Yes _____ Both No _____ Picture Yes, Name No

Picture Day & Yearbook: I/we grant permission for my child to have his/her picture taken on FBA Picture Day and his/her picture and name published in the school yearbook.

_____ Yes _____ No

Class Dojo (K-5th Only): I/we grant permission for my child to have his/her picture shared within our private communication platform, Class Dojo.

_____ Yes _____ No

Office 365 (5-12th Only): I understand that my student will be using Office 365 and if they misuse any function of O365, admin has the right to remove their access.

_____ Yes _____ No

Parent/Guardian E-mail address: _____

Student Name (print) _____ Grade _____

Student Signature (5-12th Grade) _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Address _____

Phone number _____

****Please complete and return with your completed application or re-enrollment package****