

COMPUTER LAB POLICY

What is our objective as a body of learning? At BCA, we value each student as an individual and as part of a community; we seek to recognize and to develop all aspects of their personhood with excellence, according to God's highest purpose for their "heart, soul, and mind."

HOURS OF OPERATION

The computer lab will be unlocked by 8:20 a.m. on days that school is in session and will be locked each day at 5:00 p.m.

On evenings, weekends, and school holidays, students are encouraged to use the computers in the library. If a special project requires student access outside of the above hours, it will be the responsibility of the teacher involved to arrange direct (visual) adult supervision and control of the lab.

SUPERVISION

The computer lab is not directly supervised; however, a webcam is installed with supervisory online access available to administrative staff. The Internet will only be connected when teacher supervision is available. (See Access to Internet below)

BOOKING THE LAB FOR CLASS USE

The computer lab may be booked through the BCA office for class use. Computer classes will get first priority booking and other classes will be on a first-come-first-served basis.

ACCESS TO THE INTERNET

The connection to the Internet will normally be disconnected. If a connection to the Internet is required by a class, the teacher of that class must provide direct adult supervision of the lab.

Extensive abuse of printing services from Internet material is a danger. The teacher involved in the supervision of the lab should be conscious of what students are printing and encourage copying to a word processor and editing prior to printing.

Teachers have the right and ability to purge print jobs from the queue.

RESTRICTION ON USE

The use of computers in the lab for email, chat lines, or MSN is strictly forbidden.

Downloading of any additional software onto any of the computers is prohibited, even for temporary use. The DeepFreeze software will automatically erase these programs, but it is necessary to maintain control of all licensed software being used in the lab.

Use of the computers for any illegal, improper, or immoral purposes will result in the student being placed on a “BCA Student Referral” and/or a “BCA Student Contract” in which, at minimum, the student’s use of the computers will be prohibited for a period of time as deemed appropriate by the administration together with the parents of the student in question.

