**Griggs Online Use Policy**

In order to create a warm environment, to protect students from the dangers of the Internet (including cyber bullying), and to ensure understanding of standards of behavior and usage from a Christian worldview, GIA students and parents agree to abide by the following netiquette rules:

* Be courteous and considerate of others.
* Refrain from vandalism: the malicious attempt to harm or destroy the data of another user, including uploading
* or creating computer viruses.
* Sign all emails, pagers or other digital messages.
* Do not use capital letters: it is hard to read and is considered “shouting.”
* Character shows through writing. Check for proper spelling, grammar, punctuation and capitalization.
* Do not reveal personal details about yourself or others (address, phone number, etc.).
* Do not agree to meet face-to-face with someone you meet online without your parent’s approval and accompaniment.
* Access appropriate material. Inform your teacher if you come across anything that is illegal, dangerous or offensive.
* Sending harassing, obscene and/or other threatening email to another user is prohibited.
* Sending unsolicited junk mail, “for-profit” messages or chain letters is prohibited.
* Other users are prohibited from using your course access.
* Any violation may result in dismissal from an online course or other disciplinary actions.

**Cyber bullying Policy**

Cyber bullying is not tolerated. It includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings which has the effect of:

* Physically, emotionally or mentally harming a student;
* Placing a student in reasonable fear of physical, emotional or mental harm;
* Placing a student in reasonable fear of damage to or loss of personal property; or
* Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

**Parent or Legal Guardian Responsibility**

* Make certain your student understands and completes the Online Use Policy found in the Content or Assessments/Quizzes areas for each course. The policy must be signed by both parent and student before the student can advance to the Introduction and must be completed for each semester of the course. Based on the *Griggs Online Use Policy*, these rules apply to all use of the Internet for communication, whether a student is taking an online course or using the student services available on the Web. Parent/guardian and student signatures are required each time a student begins a new online course.
* Help your student abide by the *Griggs Online Use Policy* by actively monitoring how they interact with classmates while using Griggs Online.
* Structure school days to expect specific assignments are completed daily, be available to answer questions and check progress regularly.
* Promptly discuss any behavior that violates the Griggs Online Use and Cyber Bullying Policies. Set consequences and continue to monitor online activity.
* Report concerns if your child experiences cyber bullying.