

# Technology Acceptable Use Policy

## General Information

Clinton Christian School (CCS) may provide and assign students a device for use both at school and/or at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about CCS expectations for students and families who are using these devices. Clinton Christian School provides computer equipment, computer services, and internet access to its students and staff for educational purposes only. The guidelines listed below are meant to protect the students and staff from any misuse of this equipment or information. They may be modified or changed by the administration at any time.

## Information Content and Use of the System

Students agree not to publish on or over the system any information which violates or infringes on the rights of any other person or any information which is abusive, profane, or offensive to any other person.

While most content available electronically is useful and a valuable educational resource, some objectionable material exists. CCS's filtered access to the internet will only be available to students with a teacher present who is monitoring the students. Clinton Christian does not allow the use of questionable or objectionable material. Anyone found purposely accessing this type of information jeopardizes their use of the technologies available at CCS.

Students receive school issued email accounts. These Google Suite accounts are administered by CCS. Students shall use only the school issued account and are not allowed to access other email providers/addresses on school issued laptops/computers.

Web history and computer usage will be closely monitored. No personal social media accounts or non-educational website/programs are allowed to be accessed. Misuse of internet content will result in immediate loss of privilege.

## Software

Software is provided to students as a curricular resource. Students may not install, upload, or download software/programs without the permission of CCS technology director or administration. Students will follow copyright laws and fair use guidelines and only download or import music, video or other content WITH TEACHER PERMISSION and that students are authorized or legally permitted to reproduce or use for school related work.

## Security

Security on any computer system is a high priority, especially when the system involves many users. Any student who tries to hack through the security systems in place will lose the privilege of using CCS computers.

## Internet use

The Children's Internet Protection Act (CIPA) directs school districts to protect children from obscene or inappropriate material on the Internet or material deemed harmful to minors. To comply with this law, CCS routes internet traffic through the CCS filter. School issued laptops continue to have filtered internet accessibility 24/7, both at the school and at home.

## CCS students shall:

- Adhere to these guidelines each time the device is used at home and school.
- **Charge their device at home nightly**, bringing it to school each day with a full charge. No assignments requiring technology will be given extra time or special exceptions due to a student's failure to bring their device or bring a fully charged device to school.
- Save all school related documents to their Google Drive account.
- Use CCS technologies to support learning, and complete assignments. CCS technology should be used for school-related purposes only, while refraining from use related to commercial, social, relational, gaming or non-educational purposes.
- Collaborate with students and staff during academic and extracurricular activities approved for technology usage.
- Seek permission to record (or photograph) classroom presentations or activities.
- Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the school owned or personally owned technology, is to be immediately reported to responsible school personnel. Disciplinary action will be taken.
- Use all technology in a responsible and ethical manner. Use God honoring language during all online communications. Avoid using technology to plagiarize or behave in a dishonest manner; socially, relationally, or academically.
- Keep your account information and the account information of others private. Do not share passwords or attempt to discover passwords. Sharing usernames and passwords is not permitted.
- Transport computer in sleep mode, with screen closed, and in their protective case (if supplied).
- Protect school-owned technology equipment from loss, damage or theft.
- Not modify or remove any CCS labels or the manufacturer serial number and model number tag.
- **Provide headphones and/or ear buds as needed for school related work.**

- Seek ways to use technology to glorify God and build community.
- Avoid marking, defacing or placing stickers on the device. School issued carrying cases may not be personalized.
- Avoid tampering with computer hardware or software. Do not vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software will result in disciplinary action, including but not limited to being fined.
- Avoid revealing/posting personal information, files or communications to unknown persons through email or the internet.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any internet location using school technology. Files stored and information accessed, downloaded or transferred on school-owned technology are not private insofar as they may be viewed, monitored, or archived by the school at any time.
- Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.
- Avoid violating any technology policies written herein or communicated by CCS teachers, staff, or administration

**Possible consequences for violating technology policy and appropriate usage guidelines:**

- Violation slips, detention, suspension, loss of technology privileges at school or off-site.
- Parent and student conference with teachers, tech staff, and/or administrators, with actionable consequences.
- Limited access to use of technology at CCS until behavior improvement is demonstrated.
- Paying for excessive or unapproved printing (Color printing from student computers is prohibited)

**Computer Damages**

If a computer is damaged, the school must be notified immediately. **You are responsible to exercise extreme care for the device, charger, cords, school-owned case, etc. both on and off school property. Do not loan any of these items to anyone else.**

**Students and parents will be financially responsible for all theft, loss, or damages to their child (ren)’s device or for the loss, theft, or damage of another student’s device their child (ren) deliberately damages.** The student/student’s family is responsible for paying the repair deductible as determined by CCS up to the full cost of a replacement device when damage occurs due to negligence. Examples of negligence include, but are not limited to:

1. Equipment unattended/unsecured. This includes damage/loss resulting from an unattended/unsecured device at school.
2. Lending equipment to others other than one’s parents/guardians.
3. Using equipment in an unsafe manner, including but not limited to: eating or drinking near or while using the device, placing the device in precarious locations like table edges, floors, seats or around pets, stacking objects on top of the device, leaving the device outside or near water such as a pool, leaving the device in a vehicle's, exposing the device to extreme temperatures (hot or cold) or inclement weather (rain, snow), or storing/transporting papers between the screen and keyboard.
4. Ignoring common sense guidelines delineated above.

A student who needs a temporary computer because theirs is being fixed/replaced MAY be allowed to check out a loaner computer from the school depending on availability and reason for loss/damage. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.

Access to a CCS provided device and network should be considered a privilege that must be earned and kept.

**Student Contract** (Please use one form per student.)

I have read the above regulations. I understand and will abide by the stated rules. I understand that violation of the regulations is unethical and a violation of school rules. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Guardian**

As the parent or guardian of the student listed above, I have read this document. I understand that access to the technology system at Clinton Christian School is a privilege and I will hold my child responsible for the appropriate use of this technology policy and the devices available to them as a student at Clinton Christian School. I understand the use of their assigned device and the regular access of the internet by my student is designed for educational purposes and that the school has taken all available precautions to eliminate inappropriate material. However, I also recognize that it is impossible for Clinton Christian School and its staff to restrict access to all inappropriate material. I hereby give my permission to issue an account and device to my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date