Technology Acceptable Use Policy (Student/Parent)

Introduction

Lake Country Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to educating, encouraging and equipping them in 21st Century technology. To that end, we provide access to technologies for student, faculty, staff, and administration to use.

This *Acceptable Use Policy* outlines the guidelines and behaviors that students are expected to follow when using computers, iPads, or other devices on the LCCS campus.

- The Lake Country Christian School wireless network is intended for educational purposes.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the *Children's Internet Protection Act* (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Lake Country Christian School makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Students of the LCCS network or other technologies are expected to alert school faculty/administration immediately of any concerns for safety or security.

Under federal law entitled the *Children's Online Privacy Protection Act* (COPPA), web operators must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent given directly to the website operator. Lake Country Christian School will provide limited personal identifying information for your child consisting of first name, last name, email address, and username to the following web operators: Microsoft Office 365 for Education, Google Apps for Education, Canvas, Aimsweb Plus, and the operators of any additional web-based educational programs and services which LCCS may deem necessary during the upcoming school year.

Using your device at school

The school provides iPads for Pre-K through 8th grade. Students in grades 5-8 will take their school-owned iPad to and from campus daily. Students in grades 9-12 have a Bring Your Own Device (BYOD) system and will use their personal iPad or laptop each day.

If a student is having difficulty maintaining appropriate use of their device, failing to bring the device to school or failing to maintain a fully charged battery, parents may be notified. Since technology is integral to the learning process for the upcoming school year, students who leave their device at home, or fail to charge the battery **(which can take up to 5 hours)**, remain responsible for completing coursework as if they had their device with them. Students are subject to whatever penalties individual teachers assess should they fail to follow their teachers' requirements.

Device malfunctions and lost equipment:

- School-owned equipment:
    - If a school-owned iPad becomes non-functioning, the IT department will determine steps to fix the problem and repair it.
    - Students are responsible for reporting damaged, non-working, or lost iPads immediately.
- Student-owned equipment:
    - If a student-owned device becomes non-functioning, the IT department may attempt only basic troubleshooting procedures to help identify the problem. We will not provide ongoing maintenance or try to repair any issues on student-owned devices.
    - If attempts to identify the issue prove unsuccessful, the student's parents are responsible for repairing the iPad or laptop - taking it somewhere to be repaired.
- We do not provide loaner devices for any reason.

Hot Spots, VPN, etc.

Students are not permitted to connect to the internet using a detected hot spot or cellular account while at school. We will be able to detect this on our network. Students should connect to the LCCS Student Wi-Fi, and are required to remain on the LCCS Student Wi-Fi during school hours. Additionally, students who use a VPN or other parental control apps outside of school on their personal devices must disable it during the school day.

Passwords

Students are required to set a passcode for their student-owned iPads and are prohibited from sharing their passcode with others. IT will help students set up a password for Google, email, and additional required accounts.

Photos/Videos/Backgrounds

All technologies provided by or used at Lake Country Christian School are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, we expect students to: use technology in a way that is safe, appropriate, careful and kind; make no attempt to get around technological protection measures; use good common sense; and ask questions if they need clarification of any possible areas of potential concern. Students are NOT PERMITTED to take pictures or videos in class, locker rooms, hallways, restrooms, etc. without teacher permission. Disciplinary action will result if students choose to ignore this rule.

Sound/Music/Recording

On all iPads, sound should always be muted, unless permission is obtained from the teacher for instructional purposes. Appropriate music may be used in class at the discretion of the teacher (i.e., reading time or homework time during class). All musical lyrics should be appropriate and positive. Teachers have the right to listen to determine if music is appropriate. Headphones will not be used during a test.

Printing

Students are required to print materials at home. Printing from personal devices is not available on campus.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. iPad/laptop malfunctions are not an acceptable excuse for not submitting work; therefore, students will back up all work. Students will have a Google account that they can use to back up files. Students can also email themselves documents to ensure that a particular document is saved in case of a technology malfunction.

Network Connectivity

LCCS makes no guarantee that the school wireless network will be up and running 100% of the time.

Downloading Apps

Teachers may require students to download apps or books that apply to their specific course content. The IT Department, in coordination with classroom teachers, will download the required apps for elementary, intermediate, and middle school students. For high school students, teachers may email parents and/or discuss with students any required app or book needed.

Inspection

Students may be asked to provide their iPad for inspection. Teachers reserve the right to ask students to close particular apps or internet sessions. Disciplinary repercussions for violations of this *Acceptable Use Policy* will be referred to the appropriate principal.

Web Access

Lake Country Christian School provides students with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored, and web activity records will be retained indefinitely. Students should understand and respect our web filter is in place as a safety precaution and they will not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student will follow LCCS protocol and alert their teacher, and submit a help ticket to alert the IT Department.

Email

Lake Country Christian School will provide students with an email account for the purpose of **school-related** communication. For example, students should not sign up for subscriptions, accounts, or newsletters, that are not required by the school. Availability and use will be restricted based on school policies. Email accounts must be used with care. Students should be ***extremely cautious*** when

transmitting requests for personal information or opening files or following links from an unknown origin. Students should always use appropriate language when sending an email and should only communicate with people as allowed by LCCS policy or their classroom teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as they do offline.

Learning Management Systems

Recognizing the benefits collaboration brings to education, Lake Country Christian School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among students (Canvas, Google Classroom and Seesaw). Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as they do offline. Posts, chats, sharing, and messaging will be monitored. Students will exercise caution and wisdom in NOT sharing personally identifying information online.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, alert IT Department immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus. If you receive emails that look suspicious, do not click on any links or reply. Add the email to your spam folder or delete it.

Netiquette

Students are expected to use the Internet, network resources, and online sites in a courteous and respectful manner. Students must also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Students will use trusted sources when conducting research via the Internet. Students should also remember not to post anything online they would not want parents, teachers, or future colleges or employers to see. Once something is online, it's out there with the very real potential to be shared and spread in ways never intended or anticipated. It takes only seconds for someone to screenshot your content and even once deleted the content may be online or found in a search.

Plagiarism

Students will not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students will not take credit for things they didn't create themselves, nor will they misrepresent themselves as an author or creator of something found online. Research conducted via the Internet will be appropriately cited, with credit given to the original author. Refer to the student handbook and classroom rules for additional information.

Personal Safety

Students are **strongly cautioned against sharing any personal information over the internet**, including phone number, address, social security number, birthday, or financial information, without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard their personal information, as well as that of others. Students should never agree to meet someone in person who they meet online, without parent or guardian permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in immediate disciplinary consequences, and loss of iPad/Computer privileges. In some cases, cyber-bullying is considered a crime. Remember: **your online activities are monitored and retained**.

Parent/Guardian Responsibilities

Talk to your student about values and standards your student should follow when using the Internet just as you would on the use of all media information sources such as television, cell phones, videos, movies and music.

Limitation of Liability

Lake Country Christian School will not be responsible for damage, harm, or theft to student-owned devices. While Lake Country Christian School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness at all times. Lake Country Christian School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Social Media

Lake Country Christian School recognizes that the ever-changing social media tools available today bring the potential for expressed thoughts to reach audiences far beyond the classroom or school community. While we respect the right of students, employees, alumni, and other community members to engage in the many social media options available today, our standards for appropriate online communication reflect our commitment to educate, equip, and encourage the whole student, in partnership with Christian families, to impact their world for Christ.

Standards of behavior, responsibility, and accountability we expect from our students, parents, and faculty **at all times**:

- We welcome participation and comments on all of our LCCS sponsored sites, including social media, blogs, forums, etc. We encourage positive, constructive discussion and insight. We realize differing opinions might spark debate on some topics. We request participants remain courteous and respectful of others, and avoid comments that are profane, obscene, inappropriate, threatening, or otherwise objectionable.
- Your submission of content in any form to an LCCS-sponsored site will be publicly accessible.
- LCCS reserves the right to review all comments before they are posted**.** LCCS may also hide, reject, or remove content in any form for any reason.
- Do not use the school logo to represent yourself and do not create additional accounts using our school name or logo.

Use of Social Media:

- Be cautious and aware of what you post online or send in private messages. Social media venues including social networking, wikis, blogs, photo and video-sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, students, parents, teachers, or an employer to see.
- Remember that your interactions reflect not only on you, but on the Lake Country Christian School community. For that reason, posts on social media venues should follow the guidelines outlined in the this Technology Acceptable Use Policy, the Respect Agreement, and related information found in the LCCS Student Handbook. What is inappropriate in the classroom is inappropriate online.
- Material posted to websites, forums, or other forms of social media, must not be defamatory toward LCCS, those in the LCCS community, or other schools.
- Inappropriate speech online includes derogatory comments to/about competing schools or their students, i.e., opponents in academic, athletics, or fine arts contests.
- Be mindful when retweeting/reposting content to check not only the post so that you are not spreading misinformation, but also the source of the information you are sharing to determine appropriateness, e.g., a cute or funny meme may be from a source with a derogatory or profane name, or a scam account. Once you retweet/repost, the objectionable content is associated with you, and they have your interaction to build on through your account.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Be safe online. Never give out personal information and do not share your password.
- Alert a parent, teacher, or other staff member if you run across inappropriate or threatening material.

LCCS RESERVES THE RIGHT TO REVISE, ADD, DELETE AND EXTEND ANY OF THE POLICIES AND PROCEDURES PERTAINING TO DEVICE USE AT ANY TIME. STUDENTS AND THEIR PARENTS WILL BE NOTIFIED OF ANY OF THESE CHANGES BY EMAIL.

Parents electronically sign this Acceptable Use Policy during the registration/enrollment process.

Students electronically sign this Acceptable Use Policy at the beginning of each school year.