

 <b>Christian Academy®</b> SCHOOL SYSTEM	Policy Name:	<b>Responsible Use Policy (RUP) - Grades K-12</b>
	Policy Version:	1.0.0
	Policy Status:	Approved

## Responsible Use Policy (RUP) - Grades K-12

This policy outlines behaviors that Christian Academy School System (CA) expects students to maintain when using school-owned or personally-owned technologies (such as Chromebooks and/or iPads).

**Note:** Some of the concepts in this policy might not be developmentally-appropriate for younger children. For younger children, please explain the concepts more generally, emphasizing themes of online safety and digital citizenship. For additional resources, see: <http://www.netsmartz.org/Resources/Pledges>

CA considers all technology use to be an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

### 1.0 Purpose

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The purpose of this policy is to establish responsible and acceptable practices regarding the initial and ongoing use of information resources in order to (1) preserve the safety of students, employees, and visitors and to (2) protect the confidentiality, integrity, and availability of information.

God has blessed us with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. **Access is a privilege – not a right.**

### 2.0 Scope

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This policy applies to all students in grades K-12 with access to technology resources.

## 3.0 Policy

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Access to the Internet will enable students to use countless websites, which can change frequently and without notice. Although our Internet access is filtered by an enterprise-class web filter (GoGuardian), no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is offensive to some people.

Users should be aware that the data they send, receive, and store on CA-owned/managed systems remains the exclusive property of CA. Users have **no expectation of privacy** regarding the use of information resources. Authorized individuals may access, copy, review, record, or monitor all information resources, including email messages, voicemail messages, and files at any time and without notice. CA reserves the right to suspend access, at any time and without notice, for technical and/or security-related reasons.

### 3.1 Unacceptable Use

The following list is not intended to be exhaustive but is an attempt to provide a framework for activities that constitute unacceptable use. Unacceptable use includes, but is not limited to, the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to use non-educational games/apps during school hours (includes field trips);
4. to attempt to download or install software on any school desktop/laptop without permission;
5. to attempt to run any program that reveals or exploits weakness in the security of any system;
6. to connect a personal electronic device to any school network without permission;
7. to attempt to circumvent any web filters, firewalls, or system policies;
8. to attempt to access another person's files or accounts without permission;
9. to violate copyright or use another person's intellectual property without permission;
10. to share passwords (email, Google Drive, Canvas) with other students (even best friends);
11. to provide information about, or lists of, CA employees or families to unauthorized third parties;
12. to create or forward unsolicited email messages, including chain letters or jokes;
13. to vandalize, damage, or disable the property of an individual or organization; and
14. to violate any local ordinance or state/federal statute.

## **4.0 Chromebooks (Grades 3-12)**

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This Chromebook Responsible Use Policy extends the Technology Responsible Use Policy (RUP), which is signed by both students and parents at the start of each school year.

### **4.1 Chromebooks: Student Commitments**

1. I will abide by this Responsible Use Policy both at school and away from school.
2. I will follow Biblical principles and all school rules when using my Chromebook.
3. I understand that my Chromebook is the property of Christian Academy School System.
4. I understand that I am responsible for the care and protection of my Chromebook and charger.
5. I understand I am responsible for any damage done to my Chromebook.
6. I will not attempt to place the Chromebook into “developer mode.”
7. I will not share any of my usernames and/or passwords with other students.
8. I will not close the lid with anything inside the Chromebook (even paper).
9. I will not place stickers or labels of any kind on the Chromebook or charger.
10. I will use two hands at all times to carry the Chromebook.
11. I will charge my Chromebook every night so that it is ready for use every day.
12. I will bring my Chromebook to school each day I am in attendance.
13. I will directly supervise my Chromebook or leave it in a secure location (locked in my locker).
14. I will report loss, theft, damage, and/or malfunction immediately to my school.
15. I will not remove the identifying barcode from my Chromebook.

### **4.2 Chromebooks: Parent Commitments**

1. I understand that my student is responsible for the care and protection of the Chromebook, charger, and any case assigned to him/her.
2. I understand that any accidental damage to my student’s assigned Chromebook will fall under the Chromebook Insurance Plan, and I will be charged according to those terms and conditions. I understand that negligent damage is not covered under the Chromebook Insurance Plan.
3. I will develop a set of rules/expectations for electronic use at home.

### **4.3 Chromebooks: Additional Expectations**

1. While at school, your Chromebook is primarily intended for instructional use.
2. You may not install apps on the Chromebook that are not appropriate for educational purposes (including most games designed only for entertainment purposes).
3. If enrollment at CA is terminated for any reason, you must return the Chromebook and charger immediately on the date of termination.
4. CA reserves the right to collect and/or inspect your Chromebook at any time (includes random inspections) and to delete any material or applications deemed inappropriate.
5. CA reserves the right to remotely view and/or control content on the Chromebook screen.
6. If necessary for troubleshooting purposes, your Chromebook may need to be reset by a school technician. Resetting causes the device to be returned to its original state. You are responsible for using Google Drive to protect your data. CA accepts no responsibility for lost data.

7. You may not capture video, audio, or photos of any student, parent, employee, or visitor without their permission. The possession, forwarding, or uploading of unauthorized video, audio, or photos to any social media service, network storage area, or person is strictly forbidden.
8. Chromebooks may not be used in restrooms under any circumstances. Chromebooks may be used in locker rooms only under the direct supervision of a teacher or coach.

#### **4.4 Chromebooks: Care and Cleaning**

1. Clean the screen only with a clean microfiber (lint-free) cloth.
2. Press the power button gently on all Chromebooks. If the Chromebook does not power on, visit Technology Services, or have someone else email support@caschools.us.
3. Use two hands at all times to carry the Chromebook.
4. Charge the device fully each night; leave the charger at home.
5. Insert all cords (charger, headphones) carefully into your Chromebook.
6. Avoid the use of USB devices, such as mice, as the routine insertion/removal of USB devices can damage the USB ports and/or introduce unnecessary wear and tear.
7. When storing your Chromebook in a locker, do not place heavy items on top of it.
8. Avoid leaving your Chromebook in a vehicle. If you must, make sure the Chromebook is hidden from view. Criminals will break car windows to steal Chromebooks.

#### **5.0 Exceptions**

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None.

#### **6.0 Compliance**

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This policy shall take effect upon publication. As a condition of enrollment, CA expects compliance with all policies and standards. CA may amend policies and standards at any time.

Any student found to be in violation of this policy may be subject to disciplinary action under the school discipline policies and/or related civil or criminal penalties.

Approved Date	Reviewed Date
10 July 2010	
	22 June 2022
	12 June 2023

## 7.0 Consent

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**Instructions:** Please sign and return this page of this policy to your child's school.

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

### Parents/Guardians – Please Complete to PERMIT Access to Technology Resources

As the parent or legal guardian, I have reviewed and discussed the Technology Responsible Use Policy (RUP) with my child and will help him or her follow the commitments.

I grant permission for the above-named student to access technology resources while at school. This includes the Internet and Internet-enabled applications such as Google Workspace, ClassLink, Canvas, Zoom, and so on). I understand that individuals and families may be held liable for violations of the school discipline code and/or local, state, and/or federal regulations and applicable laws.

I understand that some content on the Internet may be objectionable, and I accept responsibility for setting standards for my student(s) to follow when searching, viewing, and sharing content.

**Grades 3-12:** I understand my student is responsible for the care of their Chromebook and any damage will fall under the Chromebook Insurance Plan, available here: <https://caschools.us/one-to-one/>.

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

\_\_\_\_\_  
Date

### Parents/Guardians – To DENY Access to Technology Resources

To request that your student NOT have access, please contact your child's school.