

 Christian Academy[®] SCHOOL SYSTEM	Policy Name:	Responsible Use Policy (RUP) - Grades K-12
	Policy Version:	1.0.0
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Responsible Use Policy (RUP) - Grades K-12

This policy outlines expectations and guidelines for K-12 students when using school-owned or personally-owned technologies (such as Chromebooks and/or iPads).

- Briefly, Christian Academy considers all technology use to be an extension of the classroom. Therefore, any activities that would not be appropriate in the classroom would also not be appropriate when using technology resources.**

Note: Some concepts in this policy are not developmentally appropriate for younger children. For younger children, please explain the concepts more generally, emphasizing online safety.

1.0 Purpose

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

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

3.0 Policy

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 school-managed systems remains the exclusive property of Christian Academy. Users have **no expectation of privacy** regarding the use of information resources. Authorized individuals may access, copy, review, record, and/or monitor all information resources, including email messages, voicemail messages, and files at any time and without notice. Christian Academy 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:

1. to access or transmit profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language that may be harmful to others;
3. to use non-educational games/apps during school hours (includes field trips);
4. to attempt to download or install software on any school device without permission;
5. 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 system policies, web filters, or firewalls;
8. to attempt to access another person's accounts or data without permission;
9. to use another person's intellectual property without permission;
10. to share passwords with other students (even best friends);
11. to provide information (including lists of email addresses) about Christian Academy students, families, or employees 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 Artificial Intelligence (AI)

This section summarizes expectations and guidelines for students when using generative Artificial Intelligence (AI) for any school-related purpose. Generative AI has potential benefits for education and significant risks that must be thoughtfully managed.

AI refers to computer systems that are taught to automate tasks normally requiring human intelligence. “Generative AI” refers to tools (such as Bard, Bing Chat, ChatGPT, Mid-Journey, and Dall-E) that can produce new content, such as text, images, or music, based on patterns learned from training data.

This is made possible through “machine learning,” a subset of AI where computers learn from data without being explicitly programmed for a specific task.

Users of Generative AI technology must uphold the dignity and worth of every individual, recognizing that all people are created in the image of God.

The following list is not intended to be exhaustive but is an attempt to provide initial guidelines and expectations for students who use AI for school-related purposes:

1. I will not use AI in a way that could potentially harm myself or others.
2. I will refrain from generating/using content that may be contrary to the teachings of Jesus Christ.
3. I will follow my school’s rules and teacher’s instructions on when and how to use AI.
4. I will be honest about when I use AI to help with tasks, and I will not misrepresent AI-generated content as my own. I will cite AI-generated content as I would any other source.
5. If I use AI, I will review its work for mistakes.
6. I will check with my teacher when I am unsure about what is acceptable.

Christian Academy reserves the right to update these guidelines as necessary to reflect changes in AI technology, educational practices, or legal requirements.

5.0 Chromebooks (Grades 3-12)

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.

5.1 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 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.
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.

5.2 Chromebooks: Parent Commitments

1. I understand that my student is responsible for the care and protection of the school-issued Chromebook, charger, and case (if issued).
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.
3. I understand that **negligent damage is not covered under the Chromebook Insurance Plan**. I understand that in the case of negligent or intentional damage, I may be charged for costs to completely replace the Chromebook and/or case.

5.3 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 your enrollment at Christian Academy is terminated for any reason, you must return the Chromebook and charger immediately on the date of termination.
4. Christian Academy reserves the right to inspect your Chromebook at any time (which includes random inspections) and to delete any material or applications deemed inappropriate.
5. Christian Academy reserves the right to remotely view content on the Chromebook screen.
6. If necessary, 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. Christian Academy 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 third party 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.

5.4 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. Insert all cords (charger, headphones) carefully into your Chromebook.
4. 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.
5. When storing your Chromebook in a locker, do not place heavy items on top of it.
6. 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.

6.0 Compliance

As a condition of enrollment, Christian Academy expects compliance with all policies and standards. Christian Academy 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
	08 July 2024

7.0 Consent

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 of the above-named student, I have reviewed 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, and so on). I understand that individuals 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 that damage will fall under the terms of the Chromebook Insurance Plan. See <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.