

 Christian Academy® SCHOOL SYSTEM	Policy Name:	Responsible Use Policy (RUP) - Grades K-12
	Policy Version:	2.0.2
	Policy Status:	Approved

Responsible Use Policy (RUP) - Grades K-12

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

Christian Academy considers all technology use an extension of the classroom. Therefore, any activities that are inappropriate in the classroom are similarly inappropriate when using technology resources inside or outside the classroom. The standards of behavior that govern verbal and written communications at Christian Academy apply equally to electronic communications.

Note: Some concepts in this policy are not developmentally appropriate for younger children. For younger children, please explain the concepts more generally, emphasizing themes of 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 technology resources to (1) preserve the safety of students, employees, and visitors and (2) protect the confidentiality, integrity, and availability of information.

God has blessed us with a tremendous amount of information 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 to these resources is a privilege – not a right.**

2.0 Scope

This policy applies to all students in grades K-12 who have access to information technology resources. The requirements of this policy apply both on and off campus whenever students use school-owned technology resources, school-issued accounts, school networks, or engage in conduct that substantially impacts the school environment, student safety, or school operations.

3.0 Policy

Access to the Internet will enable students to visit and use a wide variety of websites. Although our Internet access is filtered by an enterprise-class web filter (Blocksi), **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. Therefore, users shall relinquish any expectation of privacy when using information technology resources in the classroom or on other school property. Authorized individuals may access, copy, review, record, and/or monitor all information technology resources, including email messages, voicemail messages, and files at any time, with or without notice.

Christian Academy reserves the right to suspend access at any time, with or without notice, for technical and/or security-related reasons.

3.1 Unacceptable Use

The following, non-exhaustive list provides a framework for activities that constitute unacceptable use of information technology resources. Such resources may not be used:

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 (including 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 a 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, state/federal statute, or other applicable law.

3.2 Account Security

Students are responsible for protecting their usernames, passwords, and other authentication credentials.

Students shall not:

- share passwords with other students;
- use another student's account;
- attempt to gain unauthorized access to any account, device, application, or information system;
- bypass multi-factor authentication or other security controls; or
- allow another person to use their assigned account.

Students remain responsible for all activities conducted through their assigned accounts.

3.3 Recording, Photography, and Media

Students may not record, photograph, livestream, or distribute images, audio, or video of another individual without permission except as directed for legitimate educational purposes.

Technology resources shall not be used to embarrass, harass, intimidate, threaten, exploit, or otherwise harm another individual through recordings, photographs, videos, or online content.

Students shall not post or distribute unauthorized recordings, photographs, or videos involving students, employees, volunteers, or visitors.

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 the potential to bring educational benefits and significant risks to Christian Academy. Those benefits and risks must be balanced and thoughtfully managed.

AI refers to computer systems 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 using AI to help with tasks, not misrepresenting AI-generated content as my own, and citing it as I would any other source.
5. If I use AI, I will review any output created for inaccuracies or mistakes.
6. I understand that AI-generated content may contain inaccurate, misleading, biased, or inappropriate information. I remain responsible for verifying information obtained from AI systems and for any work submitted under my name.
7. 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 students and parents sign 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 to be ready for daily use.
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 immediately report loss, theft, damage, and/or malfunction of my Chromebook to my teacher or other authorized instructor at Christian Academy.
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 the Chromebook Insurance Plan will cover any accidental damage to my student's assigned Chromebook, and I will be charged according to the Insurance Plan's terms and conditions.
3. I understand that **negligent damage is not covered** under the Chromebook Insurance Plan. If the Chromebook is intentionally or negligently damaged, I may be charged for the costs to replace it entirely and/or the case.

5.3 Chromebooks: Additional Expectations

1. While at school, your Chromebook is exclusively intended for instructional use.
2. You may not install apps on the Chromebook that are inappropriate 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 upon the termination date.
4. Christian Academy reserves the right to inspect your Chromebook at any time (including random inspections) and to delete any inappropriate material or applications.
5. Christian Academy reserves the right to view content on the Chromebook screen remotely.
6. A school technician may need to reset your Chromebook if necessary. Resetting returns the device to its original state. You are responsible for using Google Drive to protect your data. Christian Academy accepts no responsibility for lost data.
7. Chromebooks may not be used in restrooms under any circumstances, and they 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 using USB devices, such as mice, as routinely inserting and removing them 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

Christian Academy requires compliance with all policies and standards as a condition of enrollment and may amend these policies and standards at any time.

Any student found to violate this policy may be subject to disciplinary action in accordance with Christian Academy's disciplinary policies and procedures and/or applicable civil or criminal penalties.

Approved Date	Reviewed Date
10 July 2010	
	22 June 2022
	12 June 2023
	08 July 2024
	14 July 2025
	15 June 2026

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 information 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, 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.