

Student Responsible Use Policies

For Technology and Electronic Devices

Christ Presbyterian Academy is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct academic research consistent with the educational goals of the Academy. We advocate training our students in the practice of safe, legal, and responsible use of information and technology. *With these opportunities comes responsibility.* The **Responsible Use Policy** is designed to give students and families clear, concise guidelines regarding the use of technology on the CPA campus. The underlying premise of this policy is that all members of the CPA community must uphold the values of honesty and integrity, consistent with the Biblically based mission of the Academy while conforming with laws of the United States and the State of Tennessee. While providing our students with access to extensive resources, we also have in place safeguards to protect students from pernicious or harmful materials on the Internet. However, on a global network, it is impossible to control all inappropriate materials. *We expect our students to use good judgment and to utilize technology with integrity.* The signatures at the end of this document are binding and indicate that the parties who signed have read the terms and conditions carefully and understand the significance of each.

Note: This Responsible Use Policy and all rules and regulations contained herein apply to all students using any computer, laptop, electronic tablet (school-owned, school-issued, or personally owned) or mobile device on the Christ Presbyterian Academy campus. Agreement is implicit with the use of the device, even without a signature. By using this network, users have agreed to this policy.

USAGE GUIDELINES

Christ Presbyterian Academy provides our students access to various digital resources, including a wide range of educational materials through computers and online services. We use content-filtering technology on all school computers with Internet access to protect against unacceptable web content. However, no web-filtering technology is 100% effective. The Academy makes every effort to monitor online activity. **Listed below are guidelines and expected behaviors that each student is to follow while using technology at CPA.**

Safety and Privacy

- Students are not to give any personal identifying information regarding themselves or other students through email or the Internet, including full name, phone number, address, passwords, etc., except regarding themselves in the college-application process.
- Students are not to provide email addresses or other personal-identifying information regarding faculty or administration to anyone outside of the school without permission.
- Student pictures and/or work may not be included on a school/classroom webpage with identifying captions, unless the site is password protected, or

with parental permission for use as approved by the administration in official academy communications.

Extended Safety Pre-K: Teachers of students in Pre-K will provide Internet access/login for their students. Students in grades 3-5 may access the Internet using a school-owned computer when directed to do so by a teacher.

Password Protection

- Internet passwords are provided for each user's personal use only and are, therefore, confidential. Students are NOT to share any passwords and must secure and maintain private passwords for network, email use, PowerSchool and Moodle, as well as laptop/iPad access.
- If a student password has been discovered, the student will change it immediately and notify a teacher or administrator who in turn will notify the Technology Department.

Network Access

- Students are not to knowingly degrade or disrupt the network, online services, or equipment. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services, including servers or network information that is not open to the public.
- The utilization of proxy-avoidance IP numbers, websites, or programs is prohibited.
- Any commercial use is prohibited. Students may not use the school network for commercial or private business reasons.
- The Academy is not responsible for damaged or lost personal data transferred through the campus network or stored on school-owned laptops, computers, or servers.

Accessing Inappropriate Material:

- The Internet is a valuable source of information for education. Network and Internet access is provided as a tool for educational purposes only. Inappropriate materials available on the Internet are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store these types of material.
- Christ Presbyterian Academy's network and systems, including any and all computers and devices connected to them, will be monitored using network-monitoring systems and other tools available, including but not limited to content-filtering devices and firewalls. Information monitored and reported includes user name and sites/URLs accessed, applications accessed, and network resources accessed. Certain activities or sites may simply be blocked, where others may generate a notification to IT and Administrative staff.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, the student is to notify a teacher, an

administrator, or a member of the Technology Team immediately so that the sites can be blocked from further access.

- The Academy has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information.

Online Etiquette

- Students are to use appropriate language and graphics in all digital communication. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, demeaning or abusive language of any kind is not acceptable.
- Use of the school's online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexuality, is strictly prohibited. Violations will be subject to disciplinary measures.
- No public blogs, forums or other online posts damaging to the school are to be posted using school computers and/or networks.

E-Mail, Online Services and Social Media

- E-mail addresses provided by the school are to be used only for the exchange of appropriate academic or school-related information.
- E-mail during class is prohibited unless authorized by faculty or administration.
- Students will use appropriate language and will not send derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be subject to disciplinary measures.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher, college counselor or administrator.
- The school reserves the right to search and read email as deemed necessary.
- Only school-related attachments may be sent on the school email system. No chain email letters are to be forwarded.
- Instant messaging, blogging, participation in chat rooms, Skype, Twitter, and other social media (such as Facebook or Pinterest), are all prohibited on the CPA network and during the academic day, except as part of an assigned-class activity that is approved and supervised by faculty or administration.

Cell Phones/Mobile Devices

- Students are not permitted to use cell phones on campus during the academic day except before or after school, or unless prior approval to use the device during a specific time period or class is given by a faculty or staff member. Elementary students' academic day, as it pertains to cell phone use, is from 7:15 a.m. to 3:30 p.m. High school students may also use their cell phone during their lunch period. At all other times, these electronic devices are to be turned OFF and put away. Silent is not OFF. If a cell phone is heard or seen at any other time during the school day, it will be confiscated and specific disciplinary measures will be taken.

Audio and Video

- Listening to music, either aloud or with earphones, is not permitted during class without teacher permission.
- Listening to music during free periods or at other times while on campus is permitted unless it is disruptive to the activities taking place. Faculty and staff can further restrict this use at their discretion.
- Listening to Internet music websites during the academic day is strictly prohibited, as it has a negative impact on the availability of school resources (bandwidth) for academic purposes.
- Audio on computers and mobile devices should be turned off unless required for the activity being conducted.
- The use of computers or mobile devices to watch movies/ videos is not permitted during the school day unless required for a class activity and approved and supervised by the teacher.
- Audio or video recording of others is not allowed unless prior written permission of all parties being recorded is received.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.
- Video streaming of any kind is only allowed with the permission and supervision of a faculty member in conjunction with a class project. Video streaming has a negative impact on the availability of school resources for academic purposes.

Games

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- Games that are “played” using the school network are not allowed.
- Screensavers that include gaming are not allowed.
- Games that include violence, adult content, inappropriate language, or weapons are not to be installed or played on school computers, including laptops or iPads. The school reserves the right to remove any game from a school-owned or an individually owned device that is considered inappropriate.

School-owned computers

- Students will not change any operating-system configuration or settings; these have been set by the Technology Department. Any change of the operating configuration or settings is subject to disciplinary measures by the administration.
- Students are not allowed to create any BIOS or Open Firmware passwords on any school computer/laptop/iPad. BIOS or Open Firmware passwords are set through the computer’s hardware and are not the same as regular passwords.
- Students are prohibited from accessing faculty, administration, and staff computers, as well as school servers, for any reason without explicit permission from the user or administrator of the computer/server.

Laptops/iPads

- All laptops/iPads, whether personally owned or obtained through the school, are expected to be in good working order at all times.
- Student laptops/iPads must not be left unattended at any time. They must be in a student's possession or secured in a locked classroom or locker at all times. If a laptop/iPad is found to be unattended, it will be turned in to the Technology Department.
- School-issued/owned laptops/iPads must be carried and transported appropriately on campus. They should be carried in their cases if at all possible. Laptops should be closed when carried. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.
- No food or beverages should be in the vicinity of laptops/iPads. These devices may not be used in the cafeteria during lunch.
- Laptops/iPads should be handled with respect and care and are not to be defaced or damaged in any way. Inappropriate treatment of school-issued devices will result in school repossession of these devices for a period of time determined by the administration.
- In the case of theft of a school-issued device, a police report must be filed, and a copy of the police report (including the serial number) must be submitted to the Technology Department in order to process the insurance claim.
- The school reserves the right to remove any software that has been installed that impedes the educational purpose of the iPad/laptop program.
- The school will monitor all technology use on campus during the school day, including logging website access, newsgroup access, bandwidth, and network use.

Copyright Law

Copyright Law protects the ownership of another's creative works. In an educational setting, students are permitted to use others' works under the Fair Use Clause, if they meet the restrictions and cite the work.

Downloading and Installing Software

- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc., through the school's network is prohibited unless it is part of an assigned, in-class activity.
- Applications, software, movies, songs, and other materials protected by copyright law may not be transmitted or duplicated. This includes copyrighted movies, which may not be "ripped" from DVDs or from the Internet and copied on laptops/iPads. Only commercial videos legally purchased from the iTunes store or a similar entity may be downloaded.
- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

File Sharing

- File sharing with the intent to obtain copyrighted materials such as software, movies, music, games, etc., is prohibited
- Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- No file-sharing software is to be installed on any device using the school network.

Plagiarism

- Plagiarism includes the use of any created information that is not properly cited.
- Students should assume that all materials available on the Internet are protected by copyright law. Information obtained through the Internet must be properly cited, in compliance with copyright laws. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Shareware and Freeware

- Shareware and freeware may only be installed on school laptops with prior approval from the Technology Department.
- Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screensavers, etc., automatically open connections from outside of our network. These spyware connections not only monitor the computer's activities, but they also slow down the operation of the computer and the network connection.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Responsible Use Policy. Such consequences

could include the loss of the use of any school-owned computer/iPad for a specific amount of time determined by the administration and members of the Technology Department, and include possible disciplinary action and possible legal action. These consequences apply to all students using computers, laptops, iPads/electronic notebooks, or cell phones/mobile devices on the school's campus, whether these devices are personally owned or school-issued.

- Any laptop, iPad or mobile device used on the school network, even if privately owned, is subject to all policies and consequences of the Responsible Use Policy including the right to remove content from the device, and the right to retain the device in the school's possession, if there is an infraction of the RUP.
- In the case of repeated abuse and/or damages to a device, the school has the right to revoke a student's privilege of using a device on campus.
- Any change of the operating configuration or settings is subject to disciplinary measures by school administrators.
- Any iPad/computer/laptop damage that is the result of intentional damage or negligence is not covered by insurance. Consequences for these actions will include the student paying for the repair or replacement of the device, as well as other disciplinary actions as determined by the school administration.
- If a student uses a cell phone or other electronic device during the academic day without permission from a faculty or staff member, the device will be collected and sent to the appropriate administrator's office. Consequences of an increasing nature will be discussed when the device is returned to the student. A student who accumulates several of these violations may lose the privilege to carry the device on campus.
- Students are to report any known violations of the Responsible Use Policy to appropriate administrative staff members. Random checks of student laptops/iPads/other devices (both personally owned and school-issued) will be conducted throughout the year to ensure that these policies are followed.

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Christ Presbyterian Academy takes no responsibility for activities conducted on school computers, laptops/iPads, personally owned or school-issued laptops/iPads/devices, or materials stored on such computers, laptops/iPads, or the school's network.

Christ Presbyterian Academy
2012-2013 Responsible Use Policies
For Technology and Electronic Devices

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violations of this policy will result in disciplinary action, the loss of computer/laptop/iPad/device privileges, and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Christ Presbyterian Academy takes no responsibility for activities conducted on school computers or laptops; or materials stored on computers, laptops, or the network.

I agree to abide by the guidelines of the **Responsible Use Policy** as described above. I understand that there will be consequences for not adhering to these guidelines. These may include (but not be limited to) Saturday School, suspensions, loss of computer/laptop/iPad/device privileges, dismissal, or referral to law enforcement.

Student Name (print): _____ Grade: _____

Student's Signature:

Parent's Signature: