

Temple Christian School Acceptable Use Policy

Temple Christian School offers a comprehensive one-to-one technology initiative for students. The purpose of laptops, iPads, computers, use of the internet, and software is to facilitate communication in support of education and research that is consistent with educational objectives and the mission for TCS. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

TCS currently provides each student with a computing device and all necessary software applications to facilitate the one-to-one program. TCS assumes responsibility for the management and maintenance of hardware and software that allow students access to information technologies for educational purposes. Hardware includes, but is not limited to, laptops, iPads, computers, school network and school Internet. Software includes, but is not limited to, computer programs approved by TCS. Web-based programs are utilized, but not limited to textbooks, student information systems, and other sites as designated by teachers and administration. Networks include all voice, video, and data systems, including the school's internal network and the Internet.

TCS provides Internet content filtering while students are connected to the campus network. Further content filtering is also provided on individual student laptops both on-campus and off. Reasonable efforts are made to restrict access to inappropriate sites and content. TCS Information Technology and Administrative staff may randomly sample internet and network usage and monitor device policy compliance to ensure a secure and safe online environment.

Device and Internet Use Policies

These rules reflect TCS Board policy. Each student is responsible for his/her actions and activities involving school computers, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school computers and examples of prohibited uses. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

I. Acceptable Use

- A. The school's computers, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals.
- B. All board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers.
- C. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school's computers.
- D. All equipment including but not limited to computers, cameras, tablets, and other peripheral devices must be signed out before they may be removed from the IT room or school buildings.

II. Privacy and Communication

- A. Accessing e-mail or data files of another person is an invasion of privacy and prohibited.

- B. Passwords must be kept confidential. Students should not share their passwords with anyone but parents and the IT Coordinator. If there is ever any concern about a password being compromised, the student must contact the IT Coordinator to have the password changed.
- C. Sharing personal passwords, using other user's passwords, and accessing or using other user's accounts is prohibited.
- D. Do not reveal or communicate any personal, confidential, or private information about another individual, including students and staff members, such as home address, phone number, etc.
- E. Students are required to report to the principal and/or IT Coordinator any message they receive from the school or other individuals (including students), which makes you feel uncomfortable.

III. Internet Usage

- A. Do not use the TCS Internet for personal or private business, for product advertisement, or political lobbying or for incurring financial commitments.
- B. Using TCS Internet for accessing inappropriate information which includes, but is not limited to, obscene material, pornography, violent or offensive information, material which promotes or advocates illegal activities, material which promotes the use of alcohol, tobacco and illegal substances, school cheating, and weapons is prohibited.
- C. Using computers or the Internet to obtain or to disseminate pornographic and/or sexually suggestive or sexually explicit content is prohibited.
- D. Peer-to-Peer file sharing and sharing of content protected by the Digital Millennium Copyright Act is prohibited.
- E. There is no expectation of privacy in the use of school computers regarding files/data on the TCS Internet system or servers including email, stored files and Internet access logs.
- F. All student use of the Internet is closely monitored and can reveal appropriate and inappropriate use.
- G. If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, the student is to notify a teacher or the IT Coordinator as quickly as possible so that such sites can be blocked from further access.
- H. Routine maintenance and random sampling of internet and computer usage may indicate a violation of school policy, disciplinary code or the law and are subject to discipline per the student handbook or may be reported to law enforcement if necessary.
- I. TCS does not provide home access to the Internet. If parents allow TCS devices to access and use their home internet connection, the parents/guardians are accepting responsibility for monitoring their student's Internet use. Students are still responsible for following all school rules for appropriate computer use while online at home.

IV. Email Usage

- A. TCS email accounts should be considered each student's primary email account for school purposes.
- B. Email accounts may not be used to harass others, send inappropriate or offensive messages, conduct a business, or campaign for school elections. Be polite. Do not get abusive in your message to others.
- C. Students who receive harassing or threatening messages must notify the building principal or IT coordinator as soon as possible.
- D. E-mails to the entire school are permitted only with permission from the building principal.

- E. The use of email during class, without teacher approval, is strictly prohibited.
- F. Do not send out bulk email. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- G. Do not reveal your personal address or phone number or those of other students or staff members.
- H. Attempts to read, delete, copy, or modify the electronic mail or other electronic documents of other users or deliberate interference with the ability of other users to send/receive email is prohibited.
- I. School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.

V. Plagiarism and Copyright Infringement

- A. Plagiarism is prohibited. Plagiarism is defined as the unauthorized use or close imitation of the language and thought of another author and the representation of them as one's own original work.
- B. Copyrighted material, including software, may not be downloaded from the Internet or photocopied without the permission of the person who created it. Copyright is defined as the exclusive right of a creator to reproduce, prepare derivative works, distribute, perform, display, sell, lend, or rent their creations.
- C. Plagiarism and copyright infringement are violations of the law and TCS will cooperate fully with local, state, and federal officials in any investigation related to such unlawful activities.

VI. Inappropriate Uses and Unauthorized, Unlawful Activities

- A. Do not use the school's computers, networks, and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use not connected with the educational program or assignments.
- B. Do not use, possess, or distribute any media containing applications or data not provided by TCS.
- C. Software programs may not be downloaded from the Internet without permission from the IT Coordinator.
- D. Do not use computers, Internet or the school network, to disrupt the activity of others, to harass or discriminate against others.
- E. Unauthorized access to computers, email, student information systems, school Internet, network, website or programs is prohibited.
- F. Hacking activities or initiating any type of virus in any computer system or program is strictly prohibited.
- G. Accessing chat rooms or newsgroups without specific authorization from the supervising teacher is prohibited.
- H. Students may not use any instant messaging, blogging, chatting, or other collaboration program to communicate with others through the computer network during class, unless a teacher or administrator expressly authorizes them to do so.
- I. Students should not loan their computers to other students. If a student loans a computer to another student who uses it inappropriately, the first student may also bear some responsibility for the inappropriate use.
- J. Do not violate any TCS Board policy or school rules or procedures.

- K. Do not violate any federal or state copyright or unfair trade law.
- L. Do not violate any federal, state, local, common law, or criminal law.

VII. No Expectation of Privacy

Temple Christian School computers remain under the control, custody, and supervision of the school at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access.

VIII. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating the school for any losses, costs, or damages incurred by the school for violations of Board policies and procedures while the student is using school computers, including the cost of investigating any violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student.

IX. Financial Responsibility for Computing Devices that are Lost, Stolen, or Damaged

Families will be responsible for paying up to \$300 towards replacement for loss, damage, or repair for their child's laptop or power cord which may have occurred at school or home, or while the laptop was being transported. Your financial responsibility would not exceed \$300 per incident. This does not include normal wear and tear on the devices. Multiple repairs in the same school year or failure to pay the repair fee in a timely manner may mean the student loses the privilege of having a TCS computing device.

X. Student Security

A student is not allowed to reveal his/her full name, address, or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher or parent. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform the building principal or IT Coordinator if they access information or messages that are dangerous, inappropriate, or make them uncomfortable.

XI. System Security

The security of the school computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify the building principal or IT Coordinator immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

XII. Consequences for Violation of Computer Use Policy and Procedures

- A. Student use of the school computers, networks, and Internet services is a privilege, not a right, and may be revoked at any time. Compliance with the school's policies and procedures, along with any applicable laws, concerning computer use is mandatory. Students who violate these

policies, procedures, or laws may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action

- B. Failure to comply with TCS's computer usage policies and procedures will result in the following consequences as determined by the staff and administration of TCS: Student conference with administration; parent notification or conference; limitation, suspension, or cancellation of student computer privileges, including the privilege of taking student laptops home; any and all school disciplinary actions including, but not limited to, detention, Saturday school, suspension, and expulsion; civil or criminal liability under applicable laws.
- C. The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case.

Temple Christian School Laptop Policies and Procedures

I. Security

- A. Users are responsible for taking care of their laptop, battery, and charger and are cautioned about leaving them around carelessly.
- B. Student laptops must not be left unattended at any time.
- C. All computers should have a school-issued sticker and tag number attached to the outside of them that clearly identifies the owner.
- D. Laptops must be carried and transported appropriately and safely.
- E. Lost or damaged data is not the responsibility of the school. Computer malfunctions are not an acceptable excuse for failure to submit work.
- F. No food or beverages should be in the vicinity of the laptops. Laptops may not be used in the lunchroom during lunch.

II. Storage of Laptop at School

- A. Under no circumstances should a student leave a laptop unattended. Storage of the laptops is the responsibility of the student.
- B. Laptops that are not being monitored by the student should be secured in a locker at all times with the lock securely fastened during school hours.
- C. Nothing should be placed on top of the laptop when stored in the locker.

III. Storage of Laptop after School

- A. Students are expected to take their laptops home every day after school, regardless of whether or not they are needed. If students are participating in an afternoon activity, they must make prior arrangements to store their laptops in a secure place. The following options may be used:
 - 1. Laptops may be left locked in lockers and picked up when the after-school activity is completed. Supervising adults will be responsible for allowing students into the buildings.
 - 2. Students may make prior arrangements with a parent to pick up the laptop immediately following school.
- B. Laptops are not to be left in the gym for any reason. If a student has something to do after school in the gym, practice or otherwise, one of the previous options must be arranged in order to secure the laptop.

IV. Unsupervised Areas

- A. Under no circumstances should laptops be left in unsupervised areas, including the school grounds and campus, the cafeteria, unlocked classrooms, dressing rooms and hallways.
- B. Unsupervised laptops will be confiscated by staff and taken to the appropriate office.
- C. Disciplinary action, as defined on page four, will be taken after the laptop is identified.

V. Laptop Use During Non-Class Time

- A. Students may not use laptops during lunchtime in any area of the school unless a teacher is constantly present and permission to use the laptop has been sought and has been given by the teacher.
- B. During school hours, laptop use is not allowed at anytime or at any location that is not teacher-supervised. This includes the hallways, gym, or lunchroom. Any students needing to use their laptops at times other than specific class times during school hours should request permission to use a teacher's classroom.
- C. Student use of laptops after school hours on school property is permissible; however, TCS will not be able to monitor or supervise all laptop use during these after school hours.

VI. Software and Multimedia

- A. The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others unless required for the activity being conducted.
- B. Using the laptop for listening to music or watching movies is not permitted during class time or study periods, unless specifically authorized by the classroom teacher.
- C. Any audio or video recording may be conducted only with prior written permission of all parties being recorded.
- D. Sharing of music over the school network is strictly prohibited and is subject to appropriate consequences.
- E. The playing of games during class time or study periods without teacher approval, is also strictly prohibited.
- F. Violent games and computer images containing obscene violence or pornographic material are not allowed on school grounds in any format. This includes games, music with vulgar lyrics or titles, pictures, text documents, PowerPoints, etc. Any file found on a student's laptop that is considered violent, obscene, vulgar or pornographic will result in immediate consultation with the building principal or IT coordinator. Discipline will be implemented at the discretion of the building principal.

VII. Protocol for Damaged or Missing Laptops

Students must notify the school immediately if a computer is discovered missing while on school grounds. If the laptop is reported stolen and cannot be located within a reasonable period of time, the school may require a police report to be filed.

VIII. Using the Computer

- A. In order for students to receive their laptops, their parents/guardians must have completed the following requirement: Signing of the Temple Christian School Technology Agreement and Release Form.
- B. Parents/guardians should request their student's login name and password from their student so that they can supervise the student's use of the laptop.
- C. Each computer is assigned to an individual student. Students should never "swap" or "share" their computers with other students.

- D. Since the laptop belongs to the school, it can be checked at any time or taken away for disciplinary reasons.
- E. Students are responsible for bringing their laptop, fully charged, to school each day. Students will be allowed to recharge their laptops during the school day if additional charging is needed and it is convenient.
- F. If the computer is damaged or not working properly, it must be turned in to the IT Coordinator for repair. Parents/ guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- G. Altering/modifying the original pre-set software image is prohibited. Examples include, but are not limited to the following:
 - 1. Loading software applications
 - 2. Changing the computer name
 - 3. Changing or removing operating system extensions
 - 4. Altering security software
 - 5. Altering the pre-loaded operating system or application
 - 6. Taking apart the computer for access to internal parts
- H. All students must use the school's filtered network to access the Internet on any device used on school grounds. Cellular hotspots are not allowed to be used before, during, or after school while on campus.

IX. General Use and Care of the Computer

- A. Students are expected to treat their laptop with care and respect. Computers are the property of TCS and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop are not allowed and will result in loss of privileges.
- B. When transporting their laptop to and from school, students should always be sure it is placed in a safe place such as a book bag or backpack.
- C. Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table.
- D. Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- E. Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- F. Heavy objects should not be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- G. Students should use care when plugging in their power cords.
- H. Any inappropriate or careless use of a computer should be reported to the IT coordinator or building principal immediately.

X. Consequences for Inappropriate Use

- A. Student use of the school laptops, networks, and Internet services is a privilege not a right, and may be revoked at any time. Compliance with the school's policies and procedures, along with any applicable laws, concerning laptop use is mandatory. Students who violate these policies,

procedures, or laws may have their laptop privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, or legal action.

- B. Failure to comply with TCS's laptop policies and procedures will result in the following consequences as determined by the staff and administration of TCS.
 - 1. Conference with administrator
 - 2. Parent notification or conference
 - 3. Limitation, suspension, or cancellation of student laptop privileges, including the privilege of taking the laptop home.
 - 4. Any and all school disciplinary actions including, but not limited to, detention, Saturday school, suspension, and expulsion.
 - 5. Civil or criminal liability under applicable laws.
- C. The building principal shall have the final authority to decide whether a student's laptop privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

Temple Christian School Technology Agreement and Release Form

TCS cannot provide any guarantee that the Internet content filtering system and other security and network resources will be without error. TCS is not responsible for any damage you may suffer including but is not limited to loss of data, interruption of service, or exposure to inappropriate material or people. The school is not responsible for any financial commitments arising through the use of the school Internet.

I have read and understand Temple Christian School's Acceptable Use Policy and Laptop Policies and Procedures. In addition, I have read and understand the TCS Technology Agreement Form and agree to follow the rules as stated. I understand that any violation of this agreement will result in legal action and/or disciplinary action which may include restriction and/or termination of my use of the schools laptop computers, equipment, and/or accessories.

Printed Name of Student/User

Signature of Student/User

Date

I have read and understand Temple Christian School's Acceptable Use Policy and Laptop Policies and Procedures. In addition, I have read and understand the TCS Technology Agreement Form. I understand I can be held liable for my student's misuse of the laptop and use of the school Internet system and network system. I give my student permission to use the school assigned laptop, school Internet system and network system. I understand this permission allows students to access information through the Internet, student information systems, web-based programs, e-mail communications and other educationally relevant electronic activities.

I understand that I am responsible for paying up to \$300 towards replacement for loss, damage, or repair for my child's laptop, computing device, or power cord which may have occurred at school or home, or while it was being transported. Your financial responsibility would not exceed \$300 per incident. This does not include normal wear and tear on the devices.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

In consideration for the privilege of using the school's electronic communications system and in consideration for having access to the public networks, I hereby release and agree to hold harmless TCS, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, any of the school's systems or network as well as any personally owned equipment, including, without limitation, the type of damages identified in the school's Acceptable Use Policy.

Parent/Guardian Signature

Date

Student Signature

Date