

Chapelgate Christian Academy Student Technology Policy

SECTION ONE.

PURPOSE

- A. To remain competitive, better serve our families and provide our students with the best tools to do their jobs, Chapelgate Christian Academy (CCA) makes available to our student body access to one or more forms of electronic media and services, including computers, mobile devices, e-mail, telephones, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet, and the World Wide Web.
- B. Chapelgate Christian Academy encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all students and everyone connected with the organization should remember that electronic media and services provided by the Chapelgate Christian Academy are Chapelgate Christian Academy's property and their purpose is to facilitate and support Chapelgate Christian Academy business. All computer, mobile device, e-mail, telephones, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet, and the World Wide Web users have the responsibility to use these resources in a professional, ethical, and lawful manner.
- C. To ensure that all students are responsible, the following guidelines have been established for using computers, mobile devices, e-mail, telephones, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet, and the World Wide Web. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Chapelgate Christian Academy philosophy and set forth general principles when using above mentioned devices, electronic media, and services.

SECTION TWO.

PROHIBITED COMMUNICATIONS

Electronic media, services and devices cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any of CCA policies or regulations;
6. In violation of any license governing the use of software; or
7. Engaged in for any purpose that is illegal or contrary to Chapelgate Christian Academy policy or business interests.

SECTION THREE.

PERSONAL USE

The computers, mobile devices, e-mail, telephones, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet, and the World Wide Web and other services provided by Chapelgate Christian Academy are primarily for school use to assist students in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, nonbusiness purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their school purposes. However, students are expected to demonstrate a sense of responsibility and not abuse this privilege.

SECTION FOUR.

ACCESS TO STUDENT COMMUNICATIONS

A. Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the Chapelgate Christian Academy. However, the following conditions should be noted: Chapelgate Christian Academy can and will at its discretion gather logs for electronic activities or monitor students' communications directly, e.g., recording telephone calls, telephone numbers dialed, sites accessed, call length, and time at which calls are made, email send and received, etc. for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources;
4. Detecting patterns of use that indicate students are violating Chapelgate Christian Academy policies or engaging in illegal activity.
5. Compliance with governmental e-rate regulations;
6. Compliance with CCA policies and regulations;
7. Other training purposes

B. Chapelgate Christian Academy reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other Chapelgate Christian Academy policies.

C. Students should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

SECTION FIVE.

SOFTWARE

To help prevent computer and mobile device viruses from being transmitted through the Chapelgate Christian Academy's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Including, but not limited to instant message and remote control programs. Only software registered and/or approved through Chapelgate Christian Academy technology department may be downloaded. Student should contact the CCA system administrator or front office if they have any questions.

SECTION SIX.

SECURITY/APPROPRIATE USE

A. Students must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by Chapelgate Christian Academy management or authorized personnel, students are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other students, staff or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

SECTION SEVEN.

ENCRYPTION

Students can use encryption software supplied to them by the CCA systems administrator for purposes of safeguarding sensitive or confidential business information with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

SEE APPENDIX A: Sub Section 7 (Tablet and mobile devices)

SECTION EIGHT.

PARTICIPATION IN ONLINE FORUMS

A. Students should remember that any messages or information sent on Chapelgate Christian Academy-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, chats, bulletin boards, and online services—are statements identifiable and attributable to Chapelgate Christian Academy.

B. Chapelgate Christian Academy recognizes that participation in some forums might be important to the performance of a student's job. For instance, a student might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

SECTION NINE.

VIOLATIONS

Any students who abuse the privilege of their access to e-mail, electric services or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

SECTION TEN.

STUDENTS AGREEMENT ON USE OF E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Chapelgate Christian Academy's computer, mobile device, communications and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of these services or equipment. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the above-mentioned devices and services may reflect on the image of Chapelgate Christian Academy to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the Chapelgate Christian Academy. Furthermore, I understand that this policy can be amended at any time.

APPENDIX A: Sub Section 7 (Tablets and Mobile devices)

Chapelgate Christian Academy (CCA) Student Tablets and Mobile Devices Policy

Chapelgate Christian Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using technologies in school or when using their Tablets and/or Mobile devices computer (such as iPad) on the CCA campus.

- The Chapelgate Christian Academy wireless network is intended for educational purposes.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Faculty and Staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action, anywhere from a verbal discussion up to termination.
- Chapelgate Christian Academy makes a reasonable effort to ensure faculty and staff safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the CCA network or other technologies are expected to alert school administration immediately of any concerns for safety or security.

Using Your Tablets and/or Mobile devices at School

Tablets and/or Mobile devices, brought in by students, or loaned out by the school are intended for school use **ONLY**. These uses include but are not limited to the following: CCA expectations for Tablets and/or Mobile

devices use, school messages, announcements, planners, calendars and schedules may be accessed using the Tablets and/or Mobile devices.

Charging Your Tablets and/or Mobile devices Battery

Tablets and/or Mobile devices must be brought to school each day in a fully charged condition. Students need to charge their Tablets and/or Mobile devices each evening. Keep in mind that this process can take up to 5 hours to fully charge the Tablets and/or Mobile devices depending on the percentage of battery life remaining.

Passwords

School-owned Tablets and/or Mobile devices will be password protected with a password being assigned at the time of leasing or for loaners. Students are required to set a password for students-owned Tablets and/or Mobile devices and are prohibited from sharing their password with others.

Screensavers/Background photos

Chapelgate Christian Academy owned tablets will have standard backgrounds which students are not allowed to change without Head of School and/or IT Director approval. If approved wallpapers for their Tablets and/or Mobile devices should be consistent with their commitment to love God and love others.

Photos

All technologies provided by or used at Chapelgate Christian Academy are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, we expect students are to use technology in a way that is safe, appropriate, careful, and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Sound, Music

On school-owned Tablets and/or Mobile devices students may download music from iTunes or any other music sharing site with approval from Headmaster, Assistant Head of School, or IT Director approval. *On all Tablets and/or Mobile devices*, sound levels should be kept at appropriate levels so they will not disrupt or disturb other rooms in vicinity of the device.

Gaming

Students are NOT permitted to use gaming apps during class time. Students may use gaming apps when not in class if it doesn't disrupt others. Administration, always reserve the right to ask students to close their gaming app or to do random "flip checks" during instruction time.

AirPrint

Air Print will be available with the Tablets and/or Mobile devices on a as needed basis and with CCA Administration and/or IT department permission only. Students will be given information and instruction on printing with the Tablets and/or Mobile devices at school. Fees may be imposed for students who use their Tablets and/or Mobile devices for excessive printing.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. Tablets and/or Mobile devices malfunctions are not an acceptable excuse for not having lesson plans or course curriculum prepared for work; therefore, students should back up all work.

Network Connectivity

CCA makes no guarantee that the school wired, or wireless network will be up and running 100% of the time.

Downloading Apps

Chapelgate Christian Academy may require students to download apps or iBooks that have application to their specific course content.

Inspection

Students may be selected at random to provide their Tablets and/or Mobile devices for inspection.

Web Access

Chapelgate Christian Academy provides Students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow CCA protocol to

alert a member of school faculty or administration. Parents are encouraged to use the Tablets and/or Mobile devices Settings function to limit or disable specific use of their students Tablets and/or Mobile devices.

Email

Chapelgate Christian Academy may provide users with an email account for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin; should use appropriate language; and should only communicate with other people as allowed by CCA policy or their teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Chapelgate Christian Academy may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of a CCA Staff member immediately.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Never leave my Tablets and/or Mobile devices unattended and I will know where it is at all times. I will place some form of name identification on the case or Tablets and/or Mobile devices itself in the event that the Tablets and/or Mobile devices is found
- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert school administration if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies in school.

Examples of UN-acceptable Use:

- “Jailbreaking” of a school-owned Tablets and/or Mobile devices
 - Spamming-Sending mass or inappropriate emails
 - Gaining access to other accounts, files, and/or data
 - Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
 - Participation in credit card fraud, electronic forgery or other forms of illegal behavior
 - Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
 - Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
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- Bypassing the CCA web filter through a web proxy, 3G or Hotspot
 - Illegal installation or transmission of copyrighted materials
 - Any action that violates existing School policy or public law
 - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
 - Use of chat rooms, sites selling term papers, book reports and other forms of work
 - Gaming during Class. Only games, which in no way contradict our mission as a Christ-honoring school may be used
 - Attempt to find inappropriate images or content
 - Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others

- Try to find ways to circumvent the school's safety measures and filtering tools
- Agree to meet someone I meet online in real life
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for my use

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies

Limitation of Liability

Chapelgate Christian Academy will not be responsible for damage, harm or theft to student-owned Tablets and/or Mobile devices. While Chapelgate Christian Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Chapelgate Christian Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this acceptable Use Policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges
- Loss of Tablets and/or Mobile devices use for a determined period of time (student still responsible for all required work)
- Verbal or Written warning
- Termination

Legal action and/or prosecution

Students will not be granted access to any of CCA Technical resources or services until signed page has been return to CCA.

Dated (MM/DD/YYYY): _____.

[Signature of Parent/Guardian] _____

[Printed name of students] _____

[Print student Grade Level] _____