



# Acceptable Technology Use Policy

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## **Parents and Students:**

The purpose of this agreement is to outline the rules and expectations for technology (computer hardware, local networks, internet, computer, Chromebook, iPad, cellphone) use at Sanborn Christian School.

## **Internet Use:**

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Internet gives teachers and students access to people all over the world and to information and news from government agencies. Access is also available to university libraries, ERIC, museums, and many other informational databases. Along with this availability comes the risk of access to material that may not be of educational value or may be potentially offensive. While student use of the Internet will be supervised, Sanborn Christian does not have full control of the content that may be accessible. We firmly believe, however, that the valuable information and potential benefits for our students far outweigh the possibility that users may access inappropriate or offensive material.

Students are expected to exercise responsible Christian behavior when using the Internet. These responsibilities include:

1. Using the Internet in a way that is consistent with the mission and policies of SCS.
2. Using the Internet for school related or staff approved educational work.
3. Adhering to rules of copyright and plagiarism.
4. Accessing only teacher-authorized resources or entities.
5. Respecting the data and privacy of other users.
6. Keeping personal information about oneself or others private. Such personal information includes address, phone number, credit card numbers, social security numbers, passwords, or other confidential information.
7. Understanding that not all student work is guaranteed to be private. Teachers, or the administrator, may monitor activity or access files at their discretion and/or when there is reason to suspect inappropriate conduct or when there is a problem with the system.

## **Other Computer, Chromebook, & iPad Use:**

Use of computers, Chromebooks, and iPad at Sanborn Christian School also requires adherence to the following:

1. Copying, altering, or tampering with data files, software programs, or system settings on **ANY** school computer, Chromebook, or iPad is strictly forbidden.
2. Unauthorized persons may **NOT** use equipment, software, security passwords, or access codes belonging to the school.

(PLEASE SEE OTHER SIDE)



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3. SCS reserves the right to review and remove any material stored on its equipment.
4. Users must honor software licensing agreements and all rules of copyright and personal property.
5. Software or data from outside sources, including files stored on USBs or any other medium, may not be used on school equipment without proper authorization from the teachers or administrator.
6. Non-school e-mail accounts from Hotmail, Yahoo, G-mail, etc. may NOT be used on school computers or iPads to send or receive e-mail.
7. Social networking, like Facebook, etc. is NOT to be accessed on school computers or iPads.
8. All school computers, Chromebooks, and iPads are the property of the school. Although students can use them (and they are even often assigned to a particular student), these devices belong to the school. At the conclusion of each school year, each device will be returned to the school, and each device will be looked over for any damage. Any damage that is perceived to be over and above what would be the case of "normal wear and tear" will be categorized at the conclusion of the school year from "very light" to "very heavy" and may result in the family supplying the school with the replacement cost of a new device that is comparable or of higher quality.

## **Cellphone Usage:**

Students are strongly discouraged from bringing electronic devices to school (electronic devices include cell phones, SMART watches, radios, computer games, music devices, electronic tablets, or other electronic devices) as they will not be used during the educational part of the day. When technology is needed within the classroom, Sanborn Christian will equip students with computers, Chromebooks, or iPads that can be used.

Therefore, it is not deemed essential that a student in Preschool through 8<sup>th</sup> grade comes to school equipped with a cell phone. All messages and necessary communication for the student from home are expected to be left with the school secretary, or with the student's homeroom teacher.

If brought to school, electronic devices must remain in the student lockers or a backpack near the lockers and are not to be checked between classes and/or at breaks. Electronic devices must be powered off to avoid classroom distractions. Any cell phone, or electronic device, that rings / makes noise, or is used without the teacher's permission, or is taken out of the locker or bag during the school day, may be confiscated and returned to the student at the administrator's discretion.

Smartwatches are also strongly discouraged. They may be worn but must also have notifications turned off (not simply silenced). Smartwatches with notifications enabled are in violation of this policy and may be confiscated.



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Absolutely no “picture taking” with any device will be allowed in the restrooms or the locker rooms. Cell phones and other devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in restrooms or the locker rooms. Any student who uses an electronic device for these purposes in a restroom or locker room will be suspended.

The following electronic device protocol will be followed by school faculty in the event of unauthorized cell phone or device use:

- **First offense** – a reminder is given about the electronic device policy and the consequences of further issues with electronic devices.
- **Second offense** - the electronic device is confiscated and is returned at the end of the next school day after the student meets with the administrator.
- **Third offense** – the electronic device is returned after three school days (if this would happen to occur over the weekend, then it will be more than just three days) after the student meets with the administrator, and the parents will be notified.
- **Fourth offense** – the electronic device is confiscated, given to parents, and the student may no longer take the device to school for the remainder of the school year.

Any abuse of this cell phone policy will be dealt with case by case by the school faculty.

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By signing the attached consent form, the parents have acknowledged that they have discussed the privileges and responsibilities for computer use at Sanborn Christian School, and the student has agreed to abide by its Acceptable Technology Use Policy. Those who violate this Acceptable Technology Use Policy may be subject to disciplinary actions and therefore are willing to accept the consequences without debate.

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I have read the Sanborn Christian School Acceptable Technology Use Policy and understand its contents. My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Technology Use Policy of Sanborn Christian School.

**Printed Name of Student:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name of Parent(s) or Guardian(s):** \_\_\_\_\_

**Signature of Parent(s) or Guardian(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_