RCCA 2022-2023 Technology Policy

Ross Corners Christian Academy's **Technology Policy** pertains to all students, faculty and staff who utilize any of the school's technology resources. The policy applies to all technology resources including, but not limited to: personal laptop computers, school computers, cell phones, video and audio equipment, copy machines and information storage devices. Ross Corners Christian Academy students are expected to use school resources in a considerate, ethical, moral and legal manner.

The School Board of Directors and administration at Ross Corners Christian Academy (RCCA) recognizes the potential educational benefits of using technology and personal computing devices (PCDs) and wants to encourage the use of such as we prepare our students for future endeavors, many of which will undoubtedly involve technology in one form or another. However, this interest is tempered by the potential negative implications.

The Apostle Paul provides us with a good perspective in First Corinthians 10 that can be applied to our use of technology: "All things are lawful, but not all things are helpful. All things are lawful, but not all things build up." I Cor. 10:23. First, though there are many good and appropriate uses for technology, not all such uses are appropriate or helpful during the school hours. Also, there are other very inappropriate uses for technology that are completely contrary to our standards and policies as a Christian school. Above all, our desire is in keeping with Paul's near the conclusion of chapter 10, "So, whether you eat or drink or whatever you do (including the use of technology), do all to the glory of God."

Due to the ever changing nature of technology, it is imperative for users to realize that our policies regarding the use of technology in our community will also change as the need arises. We ask all students and employees to utilize their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them.

Technology as a Privilege

The use of technology resources on school property or at school events is a privilege not a right. This privilege comes with personal responsibilities and if you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

Food and drink are prohibited while using any school-owned computers or other technologies

Privacy

RCCA reserves the right to monitor all behaviors and interactions that take place online or through the use of technology on our property or at our events. RCCA also reserves the right to investigate any reports of inappropriate actions related to any technology used at RCCA. All e-mails and messages sent through RCCAs e-mail, accessed on a RCCA computer, or using RCCA Internet can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology on

school property or at school events so long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

Purposes and Use Expectations for Technology

- The use of all school-owned technologies including the school Internet connection is limited to educational purposes. Educational purposes include, in part, classroom activities, career development, communication with experts, homework, and limited high quality self-discovery activities.
- Commercial and recreational use of school technology resources is prohibited.
- Users may not utilize school technology to sell, purchase, or barter any products or services.
- Users may not utilize school technology at any time during school hours to play games, visit social networking websites, send instant messages or emails.
- Users may not utilize school technology to take part in any activity that is unrelated to the educational purposes stated above.

Personal Responsibility

RCCA expects our students and employees to act responsibly and thoughtfully when it comes to using technology. Users bear the burden of responsibility to inquire with the School Administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

RCCA faculty, staff and student emails sent and received for school purposes are representative of RCCA and are subject to school policies regarding appropriate language use, bullying, stalking, and other related school policies.

Cell Phones and PCD's

For 7th - 12th grade students, personal Chrome books and computer laptops are allowable for notetaking, but only with *prior* permission from RCCA classroom teacher and School Administrator.

Student cell phones and other electronic devices CANNOT be used during class instruction or chapel, unless it is being used for EDUCATIONAL purposes under the request of a RCCA faculty member or School Administrator. Violations of this rule will result in the confiscation of the phone or electronic device.

Cell phones will be placed in an individualized collection bin at the beginning of each class period. Students may retrieve their cell phones when their class is dismissed.
RCCA international students are NOT allowed to use their cell phones or cell phone apps for translation. International students are allowed to use a hand held translator.

Computer Settings

Students are only allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers with the express prior permission of a faculty member. This includes deleting cookies and history and re-setting the time and/or date on the computer.

Cyber-bullying

Users may not utilize ANY technology to harass, demean, humiliate, intimidate, embarrass, or annoy other persons. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of the school community is subject to disciplinary action which may involve a report to law enforcement authorities.

Unacceptable Uses of Technology

No policy can detail all possible examples of unacceptable behavior related to technology use. Some examples of unacceptable uses of technology are included below. This list is in no way meant to be exhaustive:

- Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited.
- Circumventing any system security measures.
- Using obscenities or inflammatory dialogue.
- Using another user's accounts.
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Accessing blocked Web sites, via codes or other improper routes.
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling. Vandalizing data, programs, networks or information resources. Degrading or disrupting systems or equipment

Damaging technology hardware or software - **Students will be held financially responsible for intentional damage**

- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery

Downloads

Students may not download, add, or install new programs, software, or hardware onto school-owned computers unless approved for educational purposes under the direction of faculty, staff or administrator. Downloading sound and video files onto school-owned computers is prohibited without approval.

Personally Owned Device

Devices capable of capturing, transmitting, or storing images or recordings may never be used where there is a reasonable expectation of privacy (such as restrooms, locker rooms, etc.)

To protect the safety and well-being of students, employees, and other community members and to avoid disruptions to the learning environment, school personnel reserve the right to confiscate any personally owned device. The content of the device may be reviewed as part of any investigation of policy violation or other inappropriate, immoral and/or illegal use. Appropriate actions will be taken, up to and including the notification of local authorities. The school is not responsible for any damage or harm to personally owned devices being held, including but not limited to loss, theft, damage, or destruction of the device or any of its contents.

Consequences for Policy Violations

Depending upon the particular violation(s), consequence, or discipline, may include any of the following or a combination thereof:

- Restricted use of school technologies, length of restriction to be based on the violation.
- Confiscation of personal property to be returned at the end of the school day (1st offense). Parent notified and 1 demerit.
- Confiscation of personal property to be returned after payment of $5.00 fine (2nd offense). Parent notified and 2 demerits.
- Confiscation of personal property to be returned to parent or guardian. 1 demerit. Contact with law enforcement officers and possible suspension or expulsion.
- Other as deemed appropriate by RCCA School Administrator.

School Liability

RC Christian Academy, Inc. cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. RC Christian Academy, Inc. is not responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service. RC Christian Academy, Inc. is not responsible for the accuracy or the quality of the information obtained through school technologies. Although RC Christian Academy Inc. filters content obtained through school technologies, the school is not responsible for users' exposure to "unacceptable" information nor is the school responsible for misinformation. RC Christian Academy, Inc. is not responsible for financial obligations arising through the use of school technologies.