



Technology Use Agreement West Side Christian School 2016-17

Introduction

Our world belongs to God. Technology resources are powerful tools, and teamed with skillful teachers, can be used to effectively prepare students to be effective servants of Christ in contemporary society. The use of school provided technology is a privilege, not a right, and staff and students at West Side Christian School (WSCS) are expected to use the technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, members of the WSCS community are expected to adhere to the policy as outlined below.

Scope

Individuals (“users”) covered by this policy include all authorized users including but not limited to staff, teachers, students, subcontractors and visitors. It includes all WSCS technology resources such as servers, desktops, laptops, tablets, printers, projectors, cameras, software, apps and internet access. As responsible caretakers of all that God has entrusted to us, we expect users to apply this policy to the use of WSCS technology resources both while on WSCS property and off-site, including the use of personal devices when at WSCS, on the bus or at off-site events where the individual is representing WSCS.

Responsibilities

- a. All users are expected to engage with WSCS technology resources in ways that are God-honoring, responsible, ethical, and legal. Use of technology resources must be in compliance with federal and state laws.
- b. As children of God created in His image, all users are expected to avoid unethical Internet usage and inappropriate use of social media such as cyberbullying. Users should report such behaviors to WSCS staff.
- c. All users are required to use technology resources in accordance with the WSCS code of conduct in addition to any other relevant WSCS guidelines. Violations include but are not limited to harassment, defamation, threatening or discriminatory behavior, and accessing obscene material.
- d. Plagiarism and copyright infringement through technology resources is strictly prohibited.
- e. Attempted or actual modification of restrictions or protections without authorization from technology staff is strictly prohibited.
- f. Users are permitted to download and install relevant and appropriately licensed programs provided they have received approval from technology staff.
- g. Unsolicited mailings (e.g. spam, forwards) are prohibited.
- h. Business activities, such as advertising or buying and selling of goods and services using technology resources are prohibited.
- i. Users agree to take reasonable precautions, to maintain and to protect WSCS technology resources. Users agree to abide by care instructions as outlined in any guides, manuals or verbal instructions that come with technology resources given by technology staff.
- j. Users agree never to attempt to damage, destroy or otherwise physically abuse WSCS technology resources.
- k. Users agree to manage their individual use of technology resources in ways that do not detrimentally affect other users (e.g. not streaming music, not monopolizing printers, etc).
- l. Users agree never to connect unapproved devices to the WSCS network.
- m. Users agree not to hold WSCS liable for losses or damages incurred by failure or malfunction of technology resources.
- n. Any damage to or malfunction of technology resources, whether accidental or not is to be reported promptly and with full disclosure to technology staff.

Safety and Privacy Considerations

- a. The use of personal technology devices by students will not be allowed while on school property without explicit permission from a WSCS staff member.
- b. If it is after normal school hours, the student may use a personal technology device with the permission of a parent or guardian and with a responsible adult that is able to see the screen of the device.
- c. During the school day, personal technology devices must be off and stored in the student's locker.
- d. Use of personal technology devices by a student while on the bus, without explicit permission from a WSCS staff member, is prohibited.
- e. Users agree to use only approved logins to access accounts and to keep their own login information secure.
- f. Users agree not to share any WSCS login/account data with any person or organization unless approved or requested by administration or technology staff.
- g. Users agree to protect and maintain their accounts by logging out or locking the computer. Users will monitor and report unusual activity on their technology resources.
- h. Users agree not to access, modify, or destroy other users' information.
- i. Users agree not to allow use of WSCS technology resources by unauthorized persons such as family and friends.
- j. WSCS will provide education and training to students on (1) safe and appropriate online behavior, such as interacting with other individuals on social networking sites, and (2) cyber-bullying awareness and responses.
- k. Users agree that all electronic files stored on school resources, including e-mail messages, are property of WSCS.
- l. Users agree that WSCS administration and technology staff reserve the right to monitor and inspect files stored on school resources for conformity with policies, licensing standards and state or federal law. Users understand and agree that any files accessed, created, or stored on school resources are not private.
- m. Users understand and agree that WSCS has implemented technology measures that block/filter internet access to visual images that are obscene, illegal or otherwise harmful to minors. Users (and their parent/guardians) are nevertheless advised that users may gain access to unauthorized websites, and WSCS cannot guarantee that users will not access websites that they (or their parents/guardians) would find inappropriate, offensive, objectionable or controversial. Users (and their parents/guardians) agree not to hold WSCS liable for any such material that they may find as a result of using WSCS technology resources.
- n. To promote student safety and ensure compliance with this policy, internet, network and other technology-related activities will be monitored or restricted using filtering, passive supervision technologies and periodic checks by technology staff.

Disciplinary Action

Violation of any part of the above policy may result in restriction or suspension of access to technology resources, notification of law enforcement, financial restitution, or other disciplinary measures as determined by WSCS administration.

I _____ (student) understand and will abide by the above technology use agreement. I understand that any violation of the rules stated above may result in termination of my computer privileges along with school disciplinary action.

Student Signature: _____ Date: _____

As the parent or guardian of the above-mentioned student, I have read the technology use agreement. I understand that this technology is offered to the students to enhance the educational process. I also understand that if my student does not follow the rules above, his/her computer privileges may be taken away.

I hereby give permission to issue an account for my child to use the technology at West Side Christian School.

Parent/Guardian Signature: _____ Date: _____