

## **ANNUAL RESPONSIBLE USE POLICY for the Immanuel Christian School Technology Network**

The power of technology is a key to making the necessary connections for students to be prepared for the changes in the learning environment and what will be their way of life. The effective and pragmatic use of technology, integrated into the curriculum, prepares students to live as informed citizens in a changing digital age. Because of the cost and sensitivity of equipment, and because of the unregulated nature of material found online, the rules for usage must be understood by all teachers, parents, and students.

### **Acceptable Use**

The purpose of all our electronic resources and the Internet is to support the school's educational mission. Consequently, student use of these resources must be for matters directly related to one's academic studies at Immanuel Christian School. In consideration of the rapidly changing spectrum of available technology devices (cell phones, tablets, electronic "readers", etc.) that may or may not be appropriate in an educational setting and/or for instructional goals, the use of such tools by students in school must be understood by the student and parent, as well as approved by the classroom teacher and school administration. While it is impossible to prevent the truly determined from accessing questionable material, short of not providing these resources at all, the following policies have been established in an attempt to provide clear guidelines for use and reasonable consequences for misuse.

### **Network and Internet Policies**

1. Conduct on ICS devices is to:
  - a. reflect and be consistent with Christian ethical and moral principles and precepts
  - b. be consistent with the high standards of character and conduct expected of all students and faculty
  - c. be in compliance with school policies
2. The use of school technology is a privilege that may be taken away if the student uses the devices, the network, or the internet improperly or causes damage to device hardware or software. Parents may be charged to cover the cost of damages.
3. Devices are to be used only when directed by the teacher.
4. E-mail is not provided for student use.
5. The student should not download material and incorporate it into his own work without properly identifying the source. (Do not plagiarize.)
6. The student will use the Internet only under the supervision of a teacher or staff member. Students must have permission from the supervising teacher to access the internet. The following are considered unacceptable for school Internet use:
  - a. Chat Groups - unless set up by the teacher in a course linked with other schools
  - b. Visiting questionable sites - those not in keeping with Christian moral standards
7. Public posting of offensive content or language that is dishonoring to the Lord and disregards the standards of Immanuel Christian School, inside or outside of school, during or after school hours is not acceptable.

Should any of the above policies be violated, disciplinary measures will be taken by teachers and/or the Administration.

## **Student Policy for all School Devices**

### **1. Students are:**

- a. encouraged to use the devices whenever possible
- b. encouraged to ask for help in using the devices
- c. encouraged to ask for help in conducting online research
- d. to return all equipment and resources to the appropriate place
- e. to treat the equipment with care
- f. to use their own name (never an alias or other person's) if prompted to access a program
- g. to understand that anyone found making illegal software copies may be subject to civil and criminal penalties and/or suspension or dismissal from school
- h. to report any suspected misuse of hardware, software or the internet to the supervising teacher

### **2. Students are not permitted to:**

- a. use any classroom device without the permission of that classroom teacher
- b. give their password to another student, or use another person's password
- c. have food or drink while using a school device
- d. install any computer programs, including games
- e. delete programs
- f. change the device's configuration
- g. manipulate file directories or run programs from the operating system
- h. remove any equipment or technology resource without permission
- i. rename computer files, or move program or document files
- j. make unauthorized copies of software under any circumstances
- k. change, move, or otherwise tamper with computer hardware, software, or network connections
- l. use the SMART board or media cart equipment without proper authorization

Vandalism will result in the loss of computer privileges and the student's parent will be charged for any materials and labor costs to make repairs as the administration deems appropriate. Parents, students and faculty will be required to annually sign a statement supporting the Responsible Use Policies of Immanuel Christian School before using any computer owned and maintained by Immanuel Christian School.

## **Tablet Technology at ICS**

Use of tablet technology (including cell phones, readers, tablets, or devices with internet capabilities) is a privilege, optional, and acceptable only under teacher supervision for students in Grades 3-8 for the purpose of accessing appropriate reading material. Cell phones are not to be used in school except for communication in a situation deemed as emergency by teacher or administration. All readers or tablet devices must be used for educational purposes and are managed and monitored by the classroom teacher. ICS is not responsible for any loss of or damage to students' personal devices. Use of these devices is considered a privilege which may be revoked at any time by the supervising teacher or administration.

## **GSuite for Education**

At Immanuel Christian School we use G Suite for Education, and are seeking parental permission to provide and manage a G Suite for Education account for all ICS students. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At ICS, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Sign below to indicate your consent for ICS to create GSuite account profiles for your child(ren). For more information on GSuite Education services, please visit [https://edu.google.com/k-12-solutions/privacy-security/?modal\\_active=none](https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none).

**For the Parent (Guardian):**

I have read and understand the above information about appropriate use of the computer network, equipment, and tablet technology at Immanuel Christian School, and acknowledge that this signed document will be kept on file at the school. I understand that access to the network and the Internet is designed for educational purposes that will also allow my son/daughter access to external on-line resources. I acknowledge that it is impossible for Immanuel Christian School to screen and review all materials available through these sources. I understand that electronic games are not permitted at school. I realize that cell phones and other electronic communication devices may not be used by students at school. I have discussed the acceptable use policy with my child and believe that he/she understands the policy and consequences. I understand that I am responsible for any damage caused by my child, and the loss or damage to any tablet device brought by my child. I realize the importance of monitoring my child's Internet use outside of school hours, and that the public posting of offensive content and language will be responded to with disciplinary action. I accept responsibility to set and convey standards for appropriate and acceptable use when my son/daughter is using the ICS network and Internet resources.

**Electronic Signature of one or both parents:****Date**

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