



# CONCORD

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## CHRISTIAN SCHOOL

### Technology Acceptable Use Policy

School years are wonderful years of learning and the technology provided by the school in the form of computers and Chromebooks is an important component. Many textbooks, Google Apps for Education, YouTube (teacher approved) educational videos and Concord email (6th-12th grade only) will be some of the common items used on computers and Chromebooks.

As a school, we want to ensure that the technology is used effectively, responsibly, and in a God-glorifying way. Electronic devices may be used in the classroom for educational purposes and if instructed by a teacher. To use electronic devices in the classroom for educational purposes, students must agree to the following policy.

#### **6th-12th grade Students Only - To use the CCS students WiFi Network with Chromebooks:**

- ❖ Student and parent(s) must read the CCS Acceptable Use Policy and sign the Agreement.
- ❖ Student will only use CCS Student WiFi (CCSSchool).
- ❖ Student will charge the device each night so it is ready for class use.
- ❖ Student will use the CCS student WiFi (CCSSchool) on the Chromebook only.
- ❖ Student will NOT use VPNs while on campus.

#### **Guidelines to use computers and Chromebooks on campus:**

- ❖ Student will show appropriate educational use of technology while on campus.
- ❖ Student will show respect for others in use of device (for example, refrain from any activity that will harm another person).
- ❖ Student will follow academic honesty guidelines by properly citing sources and giving credit as due for others' work.
- ❖ Student will only sign in with the CCS Google account during the school day.

#### **CCS Technology Acceptable Use Policy:**

- ❖ Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise inconsistent with the policies, purposes, and objectives of Concord Christian School.
- ❖ Students who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or member of the technology staff.
- ❖ Students will not violate any local, state, or federal regulation or statute.
- ❖ All works on the network, computers, or storage devices are open to monitoring/scrutiny by the teacher, administration, technology staff, and/or designees of administrators. All files, materials, or documents may be reviewed and deleted by designated technology staff.
- ❖ Students will not post personal information about themselves or others (such as addresses and phone numbers).
- ❖ Any condition or activity not specifically listed above that is not consistent with the policies, purposes, and objectives of CCS is prohibited.



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### **Consequences for Student Misuse of Devices:**

- ❖ First Offense—Device will be collected by the faculty member. If student-owned, the student may collect the device at the end of the school day. Middle and High school students will be subject to disciplinary action.
- ❖ Any Subsequent Offense—Device will be collected by CCS administration (middle or high school principal). If student-owned, the parent may collect the device from the office at the end of the school day. Middle and High school students will be subject to disciplinary action.
- ❖ Repeated Offenses—The student's use of the WiFi network and other computers on campus will be suspended until requirements for reinstatement (as determined by the administration) are met. Requirements could include digital citizenship instruction, parent meetings, or possible suspension.
- ❖ Severe Offenses--Severe device offenses will be automatically referred to CCS administration and will result in loss of use of WiFi network and school computers, parent meeting, or possible suspension.

Any student using an electronic device in violation of local, state, or federal laws will be subject to school discipline, up to and including expulsion, and notification to local law enforcement.

### **Consequences of Inappropriate Use of Network/Internet Resources:**

The use of the network/Internet is a privilege, not a right, and may be revoked if abused. Any action by a student that is determined by CCS to constitute inappropriate use of the network or Internet will result in disciplinary action and/or loss of access to, or use of these resources. A student will be required to reimburse CCS for any losses, costs, or damages caused by inappropriate use. CCS will not be responsible for financial obligations arising through the unauthorized use of the system.

### **Paying for Damaged or Lost Chromebooks:**

We understand that accidents happen and Chromebooks are an important tool in today's education. If your Chromebook gets damaged, the Chromebook can be exchanged in the middle/high school office for a temporary replacement to minimize any learning disruptions. CCS Technology Staff will determine if the Chromebook needs repairs or replacement or if the issue is no fault of the student.

- ❖ First Time - \$0 Grace will be extended unless negligence is determined
- ❖ Second Time - \$75 repair charge
- ❖ Third Time - \$150 repair charge
- ❖ Fourth and Subsequent Times - \$225
- ❖ Lost - \$350

All electronic devices should be kept in a secure place. CCS cannot be responsible for theft, loss, or damage. Any student who damages or loses an electronic device (their own or someone else's) should expect to be financially responsible.



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### Acceptable Use Policy Agreement

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

By signing below, I acknowledge that I have fully read and understand the CCS Acceptable Use Policy.

\_\_\_\_\_ I agree to abide by the guidelines for using the CCS students WiFi network (6th-12th grade) and school computers.

\_\_\_\_\_ I agree to abide by the guidelines of the Technology Acceptable Use Policy.

\_\_\_\_\_ I agree to accept the consequences for misuse of an electronic device or misuse of the network resources.

\_\_\_\_\_ I will use technology as an educational tool and in a responsible and God-glorifying way.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Parent Name \_\_\_\_\_

By signing below, I acknowledge that I have fully read and understand the CCS Acceptable Use Policy and give permission for my student to use this technology and all associated apps deemed necessary by the teachers. I will hold my child accountable for following the Acceptable Use Policy and will support the school in administering consequences if needed. I understand that we are fiscally responsible for the Chromebook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date