

Parent/Student Guide for Use of Technology

An AUP is a written agreement signed by students and their parents, as well as faculty and staff, that outlines the terms and conditions of technology use both in school and at home. The following document outlines rules of behavior, access privileges and penalties for violation according to state law and the Biblical Christian World-View under which our school chooses to operate.

Tech Committee, 2012-2013

INTRODUCTION-BIBLICAL STANDARDS OF ETHICAL CONDUCT

Even a child is known by his actions, by whether his conduct is pure and right. Proverbs 20:11 NIV

Now this is our boast. Our conscience testifies that we have conducted ourselves in the world, and especially in our relations with you, in the holiness and sincerity that are from God. We have done so not according to worldly wisdom but according to God's grace. 2 Corinthians 1:12 NIV

TFCA provides its students with a variety of technology resources, which include but are not limited to TFCA owned computers, servers, printers, remote databases, network storage, digital media, software applications (both web based and local), library catalogs, communication technologies, internet access and email. It also governs personal devices used to access TFCA network as well as off-campus behaviors that infringe upon the educational environment on campus, independent of whether the device or technology used for such behavior is school-owned or personal.

GOALS

- To equip students to use technology to impact the world for Christ
- To teach students discernment and the ethical use of technology
- To improve the quality of student learning and academic achievement
- Promote differentiated and authentic learning
- To improve communication and widen our sense of community by expanding the way teachers, students and parents are able to interact
- To expand classroom experience beyond traditional time and space limitations
- To equip students to be lifelong learners

GOVERNMENT LAWS

In 1998, The Kentucky General Assembly passed Senate Bill 230 which states:

"Each local school district shall establish a policy regarding student Internet access that shall include, but not be limited to, parental consent for student Internet use, teacher supervision of student computer use, and auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material."

Students must use TFCA technology resources and their own personal technology in compliance with the laws of the United States and the State of Kentucky. Violations may include but are not limited to:

- Criminal Laws, including but not limited to attempting to access computer systems without authorization, electronic harassment, cyberbullying, cyberstalking, child pornography, vandalism
- Libel Laws, which address publically defaming people;
- Copyright and Intellectual Property Laws, including but not limited to plagiarism, as well as copying, selling or distributing copyrighted, trademarked or licensed material, including illegally sharing files, video files, and software.

PRIVACY EXPECTATIONS

Students must realize that any material posted or accessed-even in seemingly secure places or private threads- ultimately creates a digital footprint, and is, in fact, **not private at all**. This policy is intended to help students create and maintain a digital footprint that honors God and reflects their best selves. TFCA reserves the right to access, view, or monitor any information stored on or transmitted over the School's technology resources, on or over personal equipment that has been brought to school or used to access the School's network, and on or over personal equipment that violates any aspect of this policy.

TO CONSIDER

With the access to computers and people all over the world also comes availability of material that may not be consistent with the spiritual and educational values of our school. TFCA has taken great precautions to restrict access to controversial and ungodly sites. However, on a global network it is impossible to control all materials. While the purposes of our school are to use the Internet resources for educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on the worldwide web as well as the development of computer literacy skills consistent with today's academic demands and job market outweigh the potential risk. Further noting that the TFCA Technology Committee works diligently, taking all available precautions that students should avoid encounters with sinful behaviors referenced on the Internet.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students will be held responsible for appropriate behavior on the school's computer network just as they are in the classroom or on the sports field. Communications on the network are often public. General school rules for behavior and communications apply. The use of the any technology is a privilege and not a right and it may be revoked if abused. All of our school community including students and staff will go over the AUP agreement and all signature forms must be returned to school before any technology privileges will be extended.

- Privacy: network storage areas may be treated like school lockers. Network administrators may review communications to maintain integrity.
- Storage: Students are expected to save all work and documents on the school server/cloud. These folders are password protected and accessible from any computer on campus as well as personal devices at home or school.
- Inappropriate material or language: profane, abusive or impolite language will not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.
- Do not share passwords. Do not give out personal information on any site. Do not download anything without permission. Do not plagiarize (copy and paste someone else's work and claim it as yours).
- Do not use any technology owned by TFCA to engage in personal profit (business), online banking, gambling, etc.
- Students are not allowed to harass, bully, intimidate, stalk, demean, ridicule, deride or threaten in any way and under any circumstance, through any medium or any resource including but not limited to TFCA's technology resources, personal or home computers, personal cell phones, and other personal or home electronic devices as well as social network sites and internet sites.
- Students are not allowed to retrieve, save, and download, forward, text or display hate-based offensive, pornographic, or sexually explicit material.
- Students are not allowed to engage in electronic or digital activities that reflect negatively on themselves, or defame or disparage other students, teachers, or the School.
- Students are not to pretend to be someone else when posting. This includes, but is not limited to sending our email, creating accounts, or posting messages, images or other online content in some else's name or without permission to collaboratively post.
- Students are not allowed to download or install software without clear permission from Tech Committee.

- Students are not allowed to use or install anywhere on campus personally owned devices such as hubs, switches, routers, wireless access points or servers or server services or the like.
- Social networking, email, chat rooms may be provided for our campus using a secure in house system such as Office 365, Edmodo or collaborative sites such as Glogster. Email and networking sites will be monitored. Even off campus personal accounts may be called into question if at any time suspicious behavior that casts an offensive or sinful suggestion upon our campus or anyone connected to our campus, is suspected or reported. TFCA respects the importance of online student-profile sites such as Facebook and Twitter for those who use these sites as a means of communicating with friends. Nonetheless, students must understand the public nature of these sites, and the responsibility and accountability that they, as site manager, must assume. They must understand that their names and sites are linked with The Frankfort Christian Academy and as a result, the school may monitor the content of these sites because of the impact this can have on school accountability, public image, and student safety.
- Students, who leave our campus due to graduation or transfer or for any other reason, agree that their email address will not be ported and that all documents or saved material on the school server or cloud will be promptly removed. TFCA reserves the right to sanitize student information one month upon student dismissal for any reason.

Two good rules to remember:

1. Never view, send, or access materials of which you would not want your teachers, parents and pastor to see.
2. If you have to ask yourself, "I wonder if it is okay to" it is most likely a bad idea. Don't do it.

BRINGING YOUR OWN DEVICE

Personal Devices – laptops, tablets, etc. –may be approved for connection to the school network under the following circumstances:

- The student is considered to be in good standing with all TFCA policies.
- Before connection, the device must be inspected and registered through the TFCA IT Department.
- Written teacher permission (forms available from IT Department) must be obtained to use the device in the classroom. Use of a portable electronic device in the classroom is at the discretion of the student's teacher.
- Personally owned devices may only be connected to the wireless network. Use of an Ethernet cable is prohibited and will result in the student losing their privilege to use the device on campus.
- TFCA reserves the right to inspect any device connected to the network.
- Personally owned devices should be brought to school each day in a fully charged condition; class time will not be given to charge devices. When students are not using their device, they should be stored in their lockers. Students are encouraged to take their personally owned devices home every day after school.
- TFCA will not be held liable for the content on student owned devices; this may include but would not be limited to music/lyrics, movies, pictures, games, messages, etc.
- Except in cases of Yammer and other school monitored and recorded conversation options, students may not, at any time during the day, text other students.
- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse TFCA for any damage that their student may cause arising from and relating to the network with his/her personally owned device.
- High school students may only use the school issued device and will no longer participate in TFCA's Bring Your Own Device policy. Therefore all personal devices, **including phones**, must remain locked in student lockers and will not be permitted in classrooms.

WARNING: Students who choose to bring their personal electronic devices on campus do so at their own risk. Under no circumstance will TFCA be held responsible for data integrity, loss, damage, theft or destruction of any portable electronic devices. Devices should be clearly marked with (permanent marker) student's first and last name.

ELECTRONIC BOOK READERS

If electronic versions of course textbooks or assigned reading books are available, on sites such as Amazon, Kindle, Nook Reader, Apple iPad, e-reader apps etc., students will be permitted to use their e-readers for class. The reader is to be used only if registered with the teacher for whom the assigned reading is required. A form will be available from the school office/website or classroom teacher.

- Students are not to play games or do anything other than appropriate class work on their device or the privilege will be revoked.
- E-Texts and books must be downloaded at home. No student will be permitted to purchase or download through the school Network.

CONSEQUENCES

Users are personally responsible for their actions in accessing and utilizing the school's computer resources. Having a network account is a privilege and the preceding list of unacceptable uses should not be considered as all-inclusive. Any user who violates the terms and conditions of the Acceptable Use Policy or commits other acts of misconduct that may not be listed but which are considered inappropriate use of school resources will be subject to any of the following:

- Administrator –student conference with parental notification
- Restricted, suspended or complete loss of network access
- School suspension, expulsion, or other disciplinary procedures consistent with TFCA policies and procedures.
- Legal action including, but not limited to criminal prosecution under appropriate state and federal laws
- Restitution of monetary damages, fees, or fines resulting from student actions
- Violations of the Acceptable Use Policy may be subject to consequences as given in the TFCA Discipline Matrix.

LIMITATION OF LIABILITY

TFCA makes no warranties of any kind, either express or implied, that the functions of services provided by or through the system will be error-free or without defect. TFCA does not guarantee uninterrupted service, and that certain aspects of the network might not be accessible at all times, and that certain features of the service might be removed at any time.

AGREEMENT

When signed by the student and a parent/guardian, these documents become a legally binding contract and indicate those who have signed these documents agree that they have read the terms and conditions carefully and understand their significance. All staff of The Frankfort Christian Academy will follow this policy and will be required to sign this user agreement, which will be legally binding.

PERMISSION/ACKNOWLEDGEMENT FORM SECTION

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According to scripture, Biblical Ethics are a standard of behavior, a "norm" that serves as a guide or pacesetter for our responses to, and relationships with others. This covers a variety of areas including our decision-making, actions and intentions for all facets of living. Maintaining an ethical standard involves a standard of integrity, morality, confidentiality, responsibility, regularity or practice (consistency), dependability, etc. Ethics and morals are the foundation and fabric of our society and our faith. They help to establish the practices and procedures and governing operational policies that each

individual functions by, teaches by, learns by and lives by. They are not goals to be strived for; they are rules for conduct that shall not be violated.

As a user of The Frankfort Christian Academy's technology, I acknowledge:

- That I will participate in a process of education including acknowledgement and awareness of computer and web ethics as a beginning point for use of any such technology at TFCA.
- That I understand that the policies of TFCA includes training that introduce technology uses, applications, terminology, infringements and the penalties associated with them, and guidelines for meeting the expectations of TFCA with regard to copyright laws, plagiarism and Internet use. This training will address the rights of the users and the responsibilities that come with technology use.
- That I will be required as a future user of technology to participate in and complete a brief quiz before commencing use of any technology systems at TFCA.
- Training programs for students should include (1) information and awareness of potential resources, including consequences of irresponsible use, (2) information on methods for searching and retrieving information efficiently, (3) evaluation of sources, (4) proper citation methods, (5) appropriate and polite use of the Internet (Netiquette), and (6) responsible use of limited resources.

As a result of my participation and acceptance of responsibility to The Frankfort Christian Academy and fellow users of technology, I will:

- Protect the privacy and confidentiality of others by adhering to all rules for use posted in classrooms and stated in the Acceptable Use Policy.
- Support and abide by all laws (state and federal) dealing with copyright, plagiarism and intellectual property.
- Acknowledge that all hardware and software is the property of TFCA; use of its network, computers, hardware and software are with the express permission of TFCA.
- Not engage in any Internet searches deemed inappropriate for school use, not quote the work of another as my own and not pass on confidential information entrusted to me by another, without their express permission.
- Not withhold information about any abuses of the technology owned by TFCA. I will communicate such to appropriate authorities immediately.
- Not use any technology owned by TFCA to engage in activities for personal profit. This includes accessing of websites that are outside the scope of the curricular activities of TFCA.
- Use all communications that follow the established rules for netiquette and I will not participate in conversations, correspondences or activities via TFCA's technology that violates them.

All Internet capable computers have been equipped with an age appropriate filter that will not permit access to inappropriate or unacceptable sites. In addition, TFCA can choose to enter any type of category it wishes to filter, as well as preventing specific sites from being accessed.

While TFCA will monitor use by its students and staff, and while programming is installed on every computer for filtering purposes, students may choose to misdirect their energies by searching for inappropriate materials. Parents and guardians should discuss expectations and standards for use with their children prior to signing this agreement. Attempts to access blocked content are logged and can be printed on request.

No students will be permitted to copy programming from or on to any TFCA computer. Copyright laws state that this is a crime with strict consequences for abuse. This includes written work from Internet sources, other students, software, shareware, freeware, music or other materials.

No student of TFCA shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used to communicate). In addition, materials that are not in line with the rules of school behavior should be avoided as well. If such materials are encountered by accident, the following should take place: 1) shut monitor off immediately and do not turn back on; 2) raise your hand and report to the teacher quietly.