

Columbia Academy – Responsible Use Policy

Purpose

Columbia Academy (CA) provides information technology resources with a firm belief that the educational advantages outweigh the potential for misuse. In return, CA expects our students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools, resources, and communication and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally-sound uses of these tools.

Expectations & Rules

Responsible use of CA's technology resources is consistent with Christian principles, and supportive of the school's mission. Additionally, it is ethical, respectful, and academically honest. We expect students to avoid computer activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in various other school policies and the honor code.

Violating any portion of this signed agreement may result in disciplinary review and consequences. The school reserves the right to restrict, suspend or terminate student access to CA information technology resources. If a student's access is restricted, suspended, or terminated, the student is still responsible for completing all work as assigned by the teacher. Additional consequences may include, but are not limited to, detention, suspension or expulsion from CA, and/or legal action. CA will cooperate fully with law enforcement officials in any lawful investigation related to any potentially illegal activities conducted through our network or utilizing CA technology resources. The school reserves the right to apply disciplinary consequences for computing and related activities conducted off-campus if such activity adversely affects the safety or well-being of students, employees, or other members of our community, or if such behavior violates other CA policies, or constitutes behavior embarrassing to the school.

Online Behavior

- I understand that I continuously represent Columbia Academy whenever and wherever I use online communications (both at school and at home), including, but not limited to, email, chat, instant messaging (DMing), texting, gaming, and social networking sites. In all of my online communication with classmates, teachers, and others I will be Christ-like, respectful and polite.
- I will not create websites, social networking channels (Facebook pages, Twitter channels, etc.), accounts, groups, pages, etc. regarding CA or any of its students, employees, or affiliates for any reason without seeking explicit permission from any and all people who may be affected by that medium.
- If I am uncertain whether a specific computing activity is permitted or appropriate, I will ask a teacher or the technology department before engaging in that activity. The administration makes the final determination of what is permitted or appropriate computing activity.

Privacy

- I will not share my network password with anyone, nor will I attempt to discover, crack, reverse-engineer, or otherwise learn another person's password. I will not use anyone else's network password. If I become aware of another individual's password, I will inform that person or a member of the CA staff.
- I will demonstrate Christian principles, ethical behavior and respect the privacy of others throughout the CA network and internet. I will not share or access others' folders, files, or data without their permission



or authorization.

- I understand that CA has the right to look at any data, email, logs, or files that exist on the network or on individual devices without the prior consent of system users. In addition, CA reserves the right to view or remove any files on the network or on individual computers without prior notice to users.
- I will not share or post online personally identifying information about any members of the CA community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make audio or video recordings of another student or CA employee without his/her permission.

Use of School Technology Resources

- I will not play games, instant-message, or access music or videos at school, unless it is authorized by a teacher.
- I will not use my CA email account to send out mass unsolicited messages or to forward chain letters, joke collections, or objectionable materials.
- I will not use CA technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which may negatively impact the operation of anyone's MacBook, Chromebook, iPad, computer, printer, or any other networking device. I will make a positive, responsible effort to keep my device free from viruses/malware and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- I will not install or boot to non-approved operating systems on CA computers.
- I will not attempt to circumvent or bypass any of the administrative controls, passwords, or restrictions placed on iPads, Chromebooks, or other computing resources by CA administration.

Obscene or Inappropriate Materials

- I will not download, view or search for any material that violates Christian principles or is offensive, lewd, or pornographic. (Offensive material includes material that is pro-violence, hateful, discriminatory, or anti-social).
- I understand that CA will conduct regular and random searches of student MacBooks/Chromebooks/iPads/Computers to discover any inappropriate use. I understand that I may not erase the browsing history of the installed internet browser. Erased histories will constitute guilt of violating the responsible use policy.
- If I accidentally access inappropriate information, I will notify a teacher or staff person immediately.

Copyright & Plagiarism

- I will properly cite any resources that I use in my school-work.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images, or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher or administrator, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.). Users should assume material is copyrighted unless it is stated clearly to the contrary.

Personally Owned Computer Equipment & Devices

- Equipment not approved by the technology department shall not be allowed to connect to the CA network. This includes, but is not limited to: cell phones, iPods, iPads, tablets, laptops, workstations, or any other non-CA-owned device.
- Connecting to other networks while on-campus is prohibited. This includes using cell phones, wireless

hotspots, or any other devices to connect CA resources (iPad/Chromebook/laptop, etc.) to the Internet.



MacBooks/iPads/Chromebooks (hereafter referred to as “device”)

- I understand that all software (and stickers) installed by CA must remain on the device at all times, and attempts to remove, disable, or bypass installed software or network settings are a violation of this policy.
- I understand the CA technology department has installed restrictions and management applications on the devices. I agree that I will not attempt to remove, alter, or reverse engineer these settings. Further, I will not remove any management apps or profiles the technology department may install.
- I understand that should my device be damaged, I am responsible for the cost of repairs (by the CA Technology Department or their designee) and will notify the CA technology department (HelpDesk) immediately of the damage.
- I understand my device, along with the charging block/cable, must be turned in (in-person to the HelpDesk) by the deadline (assigned near the end of school year). Failure to turn it in will result in a \$5 per calendar day (\$35/week) late fee applied to my student account and a hold being placed on all transcripts and records.
- **Repairs:** I will not attempt to repair my device myself, nor will I have anyone else attempt to repair my device. I will bring it to the HelpDesk to be repaired as they deem appropriate.
- **Device Issuance:** Elementary students will be issued classroom Chromebooks and iPads. Students in grades 7-8 will be issued Chromebooks, and students in grades 9-12 will be issued MacBooks. All student devices must be brought to school each day in a fully-charged condition. Repeat violations of this rule may result in disciplinary action.
- **Forgotten Devices:** If a student forgets his/her device, he/she will still be responsible for getting his/her coursework completed. Forgetting a device is not a valid excuse for incomplete school work. If a student repeatedly leaves his/her device at home, he/she will be required to meet with the school administration to determine a solution. A limited number of devices will be available to rent in the HelpDesk by all students in grades 7-12 and must be returned at the end of the day; rental devices may not be taken off campus. In the event that a rental device is taken off campus there will be a \$5 per day charge and that student will not be allowed to rent a device for the remainder of the school year. This fee will be charged to the student's account.
- **Protection of Devices:** MacBooks and Chromebooks should never be removed from their protective cases. Additionally, MacBooks should be placed in a separate, protective compartment of a backpack with no other items stored either inside the MacBook or Chromebook or surrounding the device. It is recommended that MacBooks and Chromebooks be placed in a separate protective sleeve to prevent damage to the exterior of the device. Under no circumstances should a school-owned device be left unattended in an unsecure area or in hallways unless inside a backpack. Unsecured areas include anywhere outside the doors of any CA building. Any device left in an unsecure area is in danger of being stolen. Students may decorate the Chromebooks with stickers, and they may decorate the case only of the MacBooks. Nothing should be written on or attached/stuck to the actual MacBook.
- **Sound:** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes. Again, sound must be muted at all times when in the hallway between class periods.
- **Restarting:** All devices should be restarted at least every week and any time a restart symbol shows in the system tray next to the time (on Chromebooks, it is a circle with an up arrow inside. On Macbooks, a pop-up will appear).
- School-owned devices are the property of Columbia Academy and as a result may be taken up and reviewed at any time. Students should have NO expectation of privacy of materials found on a school-owned device or a school supplied email account.



Limitation of Liability

CA takes precautions to restrict access to objectionable material online, but believes it is not possible to have full control over access to all resources and materials on the internet. CA reserves the right to block content that negatively impacts the academic performance of students. CA cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. CA is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

I understand the technology fee provides insurance against accidental damage of the devices. For Chromebooks and iPads, I will be responsible for a maximum \$150 deductible towards the first repair. For MacBooks, I will be responsible for a maximum of \$250 deductible towards the first repair. CA will cover the remainder of the costs. A second accidental damage claim will have a maximum \$200 deductible for Chromebooks and iPads, \$350 for MacBooks. Subsequent damage claims will be dealt with on a case-by-case basis. My parents and I understand that the device warranty does not cover loss, theft, negligence, or intentional damage -- parents should decide whether additional insurance is necessary to cover this possibility. [In the event of theft or loss, families will be charged for the full replacement cost of the device.]

Acceptance of Agreement

Student:

I have read all of this responsible use policy and agree to follow all of the rules and expectations outlined above. I also agree that I have reviewed the student handbook and further agree to abide by all rules and policies contained therein.

STUDENT NAME (PRINTED)

GRADE

STUDENT SIGNATURE

DATE

Parent/Guardian:

I have read this technology Responsible Use Policy and give permission for my child to use CA technology resources in accordance with it. I will instruct my child regarding the importance of following all guidelines included in this agreement. I further agree that my student and I have reviewed the Student Handbook and agree to abide by all rules and policies contained therein.

Upper School parents/guardians: I accept full responsibility for supervision when my child is using his/her MacBook/Chromebook at home or in other non-school settings. I understand that the MacBook/Chromebook warranty does not cover theft or loss. I understand that there may be fees or costs incurred which are not covered by warranty due to abuse, negligence, or multiple incidents of misuse of the MacBook/Chromebook by my child.

PARENT SIGNATURE

DATE