

## **Acceptable Use Policy for Technology Ironwood Christian Academy**

### **Purpose**

Education is enhanced through technology's endless possibilities as teachers and students can more easily gather and research information, communicate locally or globally, and invent and re-create products and processes. Ironwood Christian Academy provides technology services for our faculty and students, and these services include but are not limited to the use of computers, servers, other technology equipment, and the Internet. Our desire is to carefully integrate the benefits of technology in the learning environment while teaching wise stewardship and biblical principles as they relate to the use of technology.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, Ironwood Christian Academy has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

### **Terms and Conditions**

Ironwood Christian Academy will provide instruction and supervision of technology to authorized users on campus. Students enrolled at Ironwood Christian Academy who read and sign the technology resource use agreement are *authorized users* or *users* of the school's technology resources. Parents must also sign the agreement if a student is a minor.

Ironwood Christian Academy will monitor and filter Internet use in a reasonable manner.

Technology use at Ironwood Christian Academy is a privilege, not a right. Ironwood Christian Academy reserves the right to block any material on the Internet or to deny access to technology to any individual.

Technology use at Ironwood Christian Academy is considered a tool to better meet the learning objectives prescribed by the faculty and administration.

Ironwood Christian Academy makes no warranties for the technology services it provides. This includes but is not limited to loss of data, non-deliveries or mis-deliveries, delay of replacements, and service interruptions. Use of any information obtained via the Internet is at the user's own risk, and the accuracy and quality of information received from Internet connections are the user's responsibility.

## Acceptable Use for Users

The use of accounts must be in support of education and research that is related to the learning objectives set forth by Ironwood Christian Academy.

Ironwood Christian Academy expects its users to use resources responsibly. Irresponsible use includes, but is not limited to, sharing passwords, disrupting network usage, monopolizing technology resources, printing excessively or for personal use without payment, using excessive amounts of data storage, or using the network for illegal acts such as hacking or stealing. Users may not access the network through wireless systems without permission from the Network Administrator.

Prohibitions of school technology or personal technology while on school campus include, but are not limited to, the following guidelines:

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials
- Cyber bullying and cyber stalking
- Encouraging the use of or promoting the sale of controlled substances or drugs
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Copying and pasting textual content for the purpose of plagiarizing
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address or phone number
- Logging in to the system using another user's account or password
- Leaving an account open or unattended
- Accessing another's data storage device
- Altering computer equipment as set up by the system administrator
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening material, obscene information and/or pictures, vandalizing material such as computer viruses, and trade secrets.
- Sharing electronic files or copying another's online work and calling it your own (plagiarism/cheating)
- Vandalizing resources and equipment
- Installing personal software programs
- Downloading applications without teacher permission
- Gaming or social networking
- Video surfing

- Viewing video or music programs, channels, websites, or apps without permission from a teacher. Any permission obtained is for completing a school assignment only.
- Image searching using unfiltered search engines such as google images or using social media such as Facebook or Instagram as a searching tool.

### **Personal Use Guidelines**

Students may not use any personal electronic devices during assessments.

Students may not text or use online chats or instant messaging using personal devices or school resources at any time. Violation of this guideline will result in loss of privileges. This includes any posting on social network sites during school hours.

Personal technology devices such as laptops, ipod touches, ipads, smart phones, e-readers, or any other tablet or device with Internet capability and wireless accessibility may only be used with permission while the student is on campus. Permission to use will be limited to

- secondary-age students only
- school research and project work when the computer lab is unavailable
- school reading assignments that a student has downloaded onto his device
- tutorials directed to and supervised by a teacher
- online assessments assigned by the school when the computer lab is unavailable
- review based educational applications directed by a teacher
- school-related discussion board posting when the computer lab is unavailable
- teacher-directed or assigned app use

Personal technology devices are not to be used for calculator work during assessments, measurement conversion assistance, pleasure reading, web surfing, game playing, music sharing or listening, or personal communication while on campus. All phones and devices should be kept off and in lockers. They are not to be accessed in or out of class without permission. Headphones should not be used unless directed by a teacher to use for educational needs. All communication to parents by a student or to students by a parent should be handled through the school office. Use of this technology when given permission should be used within the classroom context.

### **Disciplinary Action**

Student discipline for violation of any part of these policies and procedures shall be based on the severity of the infraction and in compliance with the academy's disciplinary procedures set forth in the *Parent/Student Handbook*. Student discipline may involve actions up to and including suspension and/or expulsion. Discipline of staff may involve actions up to and

including termination. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

### **Guidelines by Grade Level**

*Elementary Grades:* Teachers will actively supervise student use of the Internet. Computers are password-only accessible for Internet use. Teachers will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material. Teachers will model appropriate use of the Internet through their use of technology in the classroom. In upper elementary grades, teachers will assign research projects that require students to access the Internet. This research should be done at home under parental supervision or at school under direct, one-on-one teacher supervision. Teachers should explore a website before directing students to the website. Elementary students should not bring in their own personal technology devices.

*Junior High Grades:* Projects and assignments are given to junior high students with the goal of having them experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access.

*High School Grades:* Teachers play a less supervisory role and a more advisory role with high school students using technology. Appropriate modeling and teaching concerning Internet safety and technology stewardship are still practiced in the classroom, but more responsibility is placed on the student as he makes choices but still operates within the conditions of the AUP.

### **Netiquette**

- Assume any material posted on the Internet is public and not private. Don't share information you wouldn't want parents, pastors, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.
- Be polite and courteous.
- Use appropriate language. Any use of derogatory and/or vulgar words or phrases, (including but not limited to euphemisms and derivatives) are unacceptable.
- Do not reveal personal information or passwords.
- Always log out when you are finished at a computer.
- Do not use another's profile in the event you forgot a password.
- Do not participate in chain letters or mass email forwarding (mail bombs) using school technology and resources.

- Email is not a guarantee of privacy but should be assumed as private. Avoid confronting, complaining, or sarcastic commenting while using email. Remember, people can't hear the tone of your words accurately while reading an email.
- Be considerate of another's need to use the computer. Share resources.
- Understand that technology will break or not work correctly at all times. To avoid late penalties, avoid procrastinating.
- Maintain a Christian testimony while posting, blogging, emailing, surfing the web, and maintaining social networks.
- Abide by the code of conduct as stated in the *Parent/Student Handbook* while using school technology and resources.
- Report any malicious or inappropriate material that is offensive, unsafe, or violates policy.

### **Permissions and Agreement**

- All secondary students and their parents (if the student is under the age of 18 at the start of the school year) must sign this AUP in order for a student to use personal or school-owned technology equipment, access, and/or devices.
- All elementary-age students must have a parent sign on their behalf giving the school permission to have the parent's child use and/or access technology equipment per the policies of this AUP.

**Acceptable Use Policy for Technology Agreement  
Ironwood Christian Academy  
2017-2018 School Year**

**For Students:**

I understand and will abide by the provisions in the *Acceptable Use Policy for Technology*. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privilege may be revoked, school disciplinary action and/or appropriate legal action may be taken.

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

User's Full Name (please print): \_\_\_\_\_

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

User's Full Name (please print): \_\_\_\_\_

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

User's Full Name (please print): \_\_\_\_\_

**For Parents:**

I have read the *Acceptable Use Policy for Technology* and give Ironwood Christian Academy permission to allow my child access to technology equipment per this agreement and to determine appropriate disciplinary or legal action should the agreement be violated by my child. Furthermore, I give my child permission to use personal or school-owned technology within the regulations of this agreement and will support this agreement while my child is enrolled at Ironwood Christian Academy.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent's/Guardian's Full Name (please print): \_\_\_\_\_