

Ironwood Christian Academy

Acceptable Use Policy for Technology

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 we cannot control all 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 acceptable use for technology 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. The cost of this service will be built into tuition fees.

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, damage to laptops or other devices, 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.

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. ICA computers will not be sent home.

Middle School 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.
- Students should not knowingly delete or change common files found in the ICA Mustang's SharePoint, OneDrive, or other Microsoft365 programs.

Acceptable Use of Technology for Students

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, bypassing or disabling firewalls and filters, 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 (using as your own)
- 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; this includes email accounts, google drive accounts, office 365, or any app designated for school use.
- 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 or programs without teacher permission
- Gaming or social networking during school hours
- Video surfing during school hours
- Viewing video or music programs, channels, websites, or apps without permission from a teacher. Any permission obtained is for completing a school assignment only.
- Texting without permission during school hours or using Teams chat during class hours for personal use, not related to schoolwork
- Image searching using unfiltered search engines such as google images or using social media (i.e., Facebook, Instagram, Snapchat) as a searching tool

Classroom Artificial Intelligence (AI) Policies

Purpose:

This classroom policy aims to establish guidelines for the responsible and ethical use of AI programs (i.e. ChatGPT, Gemini, CoPilot, etc.) in our learning environment. The use of AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if used incorrectly, the use of these tools can severely limit the potential learning goals for students.

Guidelines:

1. Prior Teacher Approval:

- All usage of AI programs in this class **requires prior approval from the teacher**. Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher. Students should default to NOT using AI until they ask permission.

2. Responsible Use:

- AI programs should complement learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments.

3. Originality and Attribution:

- All work generated with the assistance of AI programs should never be considered a "student's own work" and should be credited properly. Plagiarism, even if AI-generated, is not acceptable. Properly attribute AI-generated content if it is used in your assignments.

- Students may not use AI to generate sentences, examples, paragraphs, lyrics, etc. for assignments that are assessed based on the student's ability in reading, thinking, developing and writing (i.e., essay answers, homework assignments, book summaries or analysis, project papers, etc.).

4. Academic Integrity:

- Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences.

6. Assistance, Not Substitution:

- AI programs are tools for assistance. They are not a substitute for your own critical thinking and understanding of the subject matter.
- Textbook questions, essay prompts, science fair hypotheses, or discussions/topics given by the teacher for a student to write on should not be entered in an AI prompt.

7. Verbal Review:

- Any assessment and/or assignment is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you cannot adequately represent your work, it will be assumed AI was utilized as a replacement for your learning, and the consequences will follow ICA's listed penalties.

Conclusion:

We embrace the use of AI programs in our classroom as a means to enhance our learning experiences. However, it is crucial to maintain the integrity of our academic work and follow ethical guidelines. Remember that **prior teacher approval** is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review.

Personal Use Guidelines

Students may not use any personal electronic devices during assessments.

Personal technology devices such as laptops, iPod touches, iPad, smart phones, e-readers, Chromebooks, Kindles, 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 research computers are 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
- review-based educational applications directed by a teacher
- school-related discussion board posting when research computers are unavailable

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, social media, or personal communication while on campus.

All phones and mobile screen devices should be turned off and stored in the school office. They are not to be accessed without permission. Students should turn off phone and place in storage slot as they come on campus and pick up as they leave campus. This should be the first and last step for students arriving and leaving campus.

All laptops brought by students should be used for classwork only, may only be used in a classroom where a teacher is present, and must otherwise follow the Laptop Usage Policies.

Headphones should not be used unless directed by a teacher to use for educational needs when viewing content or accessing audio files.

Communication should be handled through the school office or through teachers when necessary. Parents should avoid using Teams chat or email to reach their child during school hours. Permission can be granted occasionally for students to use cell phones, such as picture taking for yearbook, recording or listening to an audio lecture, or when necessary to use for school-related business such as calls to colleges or employers, or if parents request to a teacher that a student call them. Phones should return to storage in the office as soon as the task is completed.

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.

ICA Laptop Use Policies, Procedures, and Agreement

As Ironwood Christian Academy supplies laptops for students, the following agreement must be read thoroughly and signed by both the parents and the student.

- All student laptops have specific sites that are “whitelisted” - i.e., these are the only sites that students can access. Students should not attempt to access other sites, whether at home or at school.
- There are research laptops available for students to use during school hours. Any research that needs to be done outside of school hours should take place at home on a family computer.
- All laptops must have a protective sleeve or case when being transported in a backpack. ICA will supply a basic one; but if a student wishes to personalize his case, he must buy his own sleeve.
- Students in grades 7-12 may take laptops home on a regular basis, as they are needed for e-textbooks. Students in grades 3-6 should leave laptops at school unless needed for makeup work.
- Parents and students assume liability for any issues (including but not limited to damage, destruction, loss, or theft) that occur while laptop is in their care, whether at home or while traveling.
- Laptops are considered mobile textbooks. If a parent or student desires a physical copy of a textbook, ICA will supply one for a rental fee. If ICA must purchase a textbook to provide it, parents are responsible for the full cost of the textbook.
- Juniors and seniors may bring their own laptops instead of using one provided by ICA. They are responsible for any technological issues that come from using their own equipment.
- Students using laptops must do so under teacher supervision and in a classroom.
- Students will receive a list of items related to laptop usage they receive. Failure to turn in these items at the end of the school year will result in a fine for the value of the item.
- Damaged laptops will incur a fine based on the damage. This includes but is not limited to damage from food or drink, careless handling, and accidental harm.
- No food or drink should be around laptop at any time or in any setting.
- Students should not personalize the outside of their laptops in any way. Screen savers, backgrounds, and other settings may be changed to appropriate images. ICA retains the right to ask a student to change any setting. All settings should be returned to default prior to returning laptop to ICA.
- Students should use their Ironwood email on an ICA-provided laptop unless they are using their personal email for college courses. Chatting via Teams or other apps during school is not allowed.
- ICA is not responsible for home usage of laptops. We encourage parents to look at the suggested guidelines and implement their own filters and policies at home. The misuse of this equipment could cost a family financially and spiritually.
- ICA-provided laptops are to be used only by the student they were assigned to and only for school-related purposes. Laptops do not replace family computers.

- Teachers have access to laptops and Microsoft365 accounts at all times. There should be no expectation of privacy when using an ICA-provided laptop.
- If a student comes to school without his laptop or if the laptop is not able to be used that day for other reasons (i.e., not charged), he will be considered unprepared for class. The student is responsible to make up his missed lectures and classwork according to policy.
- Webcams have been disabled and should not be reenabled.
- Apps or extensions of any sort may not be downloaded without permission.
- Students must adhere to the Acceptable Use Policy and Code of Conduct when online.
- Students should leave laptops in a designated area when not in use.
- Settings, profiles, and computer information established by ICA should not be altered, deleted, or switched/logged out of. Fingerprint entry should not be used.
- Personal accounts (including Google, Microsoft, Yahoo, etc.) should not be used on these laptops.
- Anyone who breaks this agreement will receive consequences in line with the severity of the action.

Suggested Home Usage

The following suggestions may help your family in the use of technology. Utilize these at your discretion.

- Laptops must remain in public areas of the home (i.e. living room, dining room).
- Parents can access laptops at any time. Check browsing history often.
- A laptop curfew may be helpful; have students work on homework that requires the laptop first.
- ICA laptops should not be used or borrowed by other family members.
- No food or drink should be around laptop.
- Even at home, laptops should only be used for school-related purposes.
- Bark and Covenant Eyes are both services that offer subscriptions for home technology.

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 using laptops 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.
- Parents sign to agree to use the school-provided email and communication tools and should not share usernames or passwords with their children or other families. Furthermore, parents sign understanding that students will be required to use some form of technology for them to access e-textbooks, video classes, and do research as part of ICA's academic program.

Acceptable Use Policy for Technology Agreement
Ironwood Christian Academy
2025-2026 School Year

For Secondary Students:

I understand and will abide by the provisions in the *Acceptable Use Policy for Technology*. I further understand that certain violations of the policy 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 of Secondary and Elementary Students:

I understand ICA's *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. I understand the need to arrange for access to basic technology for my children in an age-appropriate manner.

Parent/Guardian Signature: _____ **Date:** _____

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