



## **CCA Student Computer/Cell Phone/Mobile Devices Offenses and Email Policies**

The CCA computer/cell phone/mobile devices offenses and email policies details the acceptable use of these devices and email while a student is at Concord Christian Academy and is in concordance with the CCA Acceptable Use Policy.

### Student Computer Offenses Policy

Following are the main computer offenses that will result in a computer warning and loss of computer privileges (see consequences below).

- Abandoning Computer (leaving unattended)
- Surfing the Internet Without Prior Permission from Faculty/Staff
- Surfing Images Without Prior Permission from Faculty/Staff
- Playing games
- Emailing Without Prior Permission from Faculty/Staff (see email policy below)
- Using Social Networks (Facebook, MySpace, etc.)
- Chatting
- Completing homework or working on another project other than the assigned work without permission from the present classroom teacher
- Using a personal Google Doc account

### **Student Cell Phone Policy**

Students cannot have a cell phone in their possession during normal school hours. Cell phones must be turned in each morning. Cell phones will be collected during homeroom and sent to the receptionist. Students can collect their cell phone when they leave the building for the day. If a student arrives after homeroom they must leave their cell phone with the receptionist before going to class.

### **Student Mobile Device Policy**

Students cannot have mobile devices (including iPods, MP3 players, cameras etc.) in their possession during normal school hours unless given permission by CCA faculty/staff.

### **Student Email Policy**

A student must always gain permission from a faculty member in order to be using email at school. The only acceptable use of email is indicated in the following section. Email applications cannot be open at any time (including places like iGoogle and Dashboard).

**Acceptable Use of Email: Acceptable use of email (after receiving permission from a faculty member) is limited to:**

- Communication with online course instructor
- Communication with Colleges regarding application and acceptance
- For any other reason only when permission has been given by a CCA faculty/staff member

### **Notification Process for loss of Computer Privilege:**

For most infractions students will be notified 1 day before the loss of privilege is implemented. If needed, a meeting to clarify the reason for the computer warning will be held with the student and others directly involved with the incident before the warning is issued and privilege removed.

### **Consequences**

#### Computers:

- Computer warning issued.
- Computer privilege removed for 1 day (before, during and after school). Students will not be allowed access to any computer the following day after the warning has been issued. Their account will be made unavailable and they may not use another students or faculty/staff computer for any reason.

#### Cell Phones:

- 1<sup>st</sup> offense: Student/Parent/Faculty conference
- 2<sup>nd</sup> offense: Suspension
- Parents must come to the school to pick up the cell phone

#### Mobile Devices:

- 1<sup>st</sup> offense: Student/Parent/Faculty conference
- 2<sup>nd</sup> offense: Suspension
- Parents must come to the school to pick up the mobile device.

Updated: 8/25/11