Technology Policy

Two verses of Scripture particularly relate to the flood of information and entertainment available to us today. Philippians 4:8 says: "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." Psalm 101:3 declares, "I will not set before my eyes anything that is worthless." These two verses arch high above all media being accessed at Concord Christian Academy.

While CCA will do its best to filter what is seen and heard here, each individual student and staff member must strive to develop his or her own filter and self-control. As Martin Luther famously said, "We cannot prevent birds from flying over our heads, but we can prevent them from building a nest in our hair." With temptation nearly a click away, each member of the CCA academic community is responsible for their own thoughts, choices, and conduct.

Students of the present generation experience a high level of exposure to the world of technology such as music players, cell phones, computers, the Internet, social networking, etc. It is our perspective at CCA that these opportunities afford them many benefits as well as raise reasons for discerning caution.

Our primary concern is focused on the on-campus time students have with the purpose of removing potential distractions which go against the goals of education that we and their families have for them, as well as those we hope they have for themselves. As a school we are additionally concerned with the spiritual well being of our students and providing a healthy protection against anything which would seek to compromise their purity and/or integrity. Secondly, at CCA students enjoy exposure to a high level of computer technology for the sole purpose of education. Their access to advanced technology is a tool for their developing the 21st Century Skills – an educational initiative which prepares students for the demands of their future life at a university, and/or in the marketplace.

This document contains policies addressing three technology-relevant elements:

1. On-campus Communications Policy – outlines the acceptable use of communication devices while on campus as well as email practices.

2. Internet and Email Acceptable Use Policy – outlines the proper use and conduct of all persons utilizing the CCA computer equipment and software, as well as the school's internet access. Specifically addressed in each section are student

practices relative to equipment use, rules of conduct, and consequences of non-compliance.

3. Student BYOD Policy - outlines the terms and conditions for students to be allowed to bring BYOD (Bring Your Own Device) computers to school for use for educational purposes while at school.

Please read this document carefully with your middle/high school student. If you have any questions about the Student BYOD Policy, please contact Mr. Seth Newell at snewell@concordchristian.org .

On-campus Communications Policy

The devices included in the development of this policy include on campus use of the following: computers, cell phones, mobile devices such as but not limited to MP3 players, handheld gaming equipment, and other devices similar in category to these listed. The policy also details student employment of email, and online chat or messaging services.

Computer

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

- Surfing the internet without prior permission from faculty/staff
- Surfing images without prior permission from faculty/staff
- Playing computer games during school hours without prior permission from faculty.
- Emailing without prior permission from faculty/staff (see email policy below)
- Using social networks (Facebook, SnapChat, Twitter, 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 account
- Defacing or purposefully misusing computers

Note: For greater security, there are two separate networks on campus for faculty/staff and students. Students are not permitted to use the CCA Faculty network and therefore, are not given the password. Students are only permitted on the CCA Student network which school-owned devices automatically connect to.

Cell Phone and Mobile Device

This policy fosters a culture of academic excellence and digital responsibility by minimizing distractions during school hours and protecting students' focus and mental health. CCA is committed to regularly reviewing and assessing our cell phone and mobile device policy each school year.

- Grades K4 – 5: Cell phones and smartwatches are not permitted in the building.

- Grades 6 – 8: Cell phones and smartwatches must be placed in the designated receptacles in the Great Room. The cell phones and smartwatches will be securely stored until the students are dismissed. We kindly ask that all cell phones be equipped with appropriate cases and screen protectors. Students will be permitted to use their cell phones upon dismissal.

- Grades 9 – 12: Cell phones and smartwatches must be placed in the designated receptacles in Kingsmen Hall. The cell phones and smartwatches will be securely stored until the students are dismissed. We kindly ask that all cell phones be equipped with appropriate cases and screen protectors. Students will be permitted to use their cell phones upon dismissal. (Exception: Students in Grades 10 – 12 will be permitted to use their cell phones during lunchtime only.)

Email

A student must always gain permission from a faculty member in order to be using email in class. The only acceptable use of email is indicated in the following section. Email applications cannot be open at any time in class.

- 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/administration member

Notification Process for Loss of Technology Privileges

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

Consequences

Computer:
- Computer warning issued.

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

Cell phone:
- 1st Offense- Cell phone will be confiscated and turned into the office. The student may retrieve it at the end of the day

- 2nd Offense: Cell phone will be confiscated and turned into the office. The parent may retrieve it at the end of the day

- 3rd Offense: The student will no longer be allowed to bring their phone to school

Internet and Email Acceptable Use Policy

We are very pleased to offer internet access at Concord Christian Academy and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Concord Christian Academy has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Concord Christian Academy) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Concord Christian Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Infractions could also lead to other negative consequences including discharge from employment at CCA.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet -- Terms and Conditions of Use

ACCEPTABLE USE

The purpose of the backbone networks making up the internet and CCA email is to support research and education in and among academic institutions. The networks provide access to unique resources and facilitate collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Concord Christian Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

The projection or playing of any music, film, or media must be previewed by a teacher or administrator. Movies played from any source must have an accompanying viewer's guide that is distributed for better learning.

INAPPROPRIATE USE

Users are expected to use the internet appropriately inside or outside of school. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, gossiping, racism, harassing, slandering, taking the Lord's name in vain, visiting pornographic websites, or any other activity that is not honoring to the Lord. Users who are engaged in these activities at school may receive discipline that could include suspension, expulsion or termination of employment. Anyone struggling at home in these areas should immediately seek godly counsel.

Videos or photos taken at school or any school event may not be posted to a public website without the explicit permission from the administration.

In the event a student stumbles across a site or content they know or suspect they should not have access to, it should reported immediately to the teacher, who will notify the CCA Technology Coordinator. He/she will communicate with CCA Head of School and the parent (as necessary), to identify the event, and the action taken to correct the issue.

Plagiarism

See the CCA Plagiarism Policy for more information.

Privileges

The use of the internet and CCA email is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Concord Christian Academy staff member pertaining to the proper use of the network.) The system administrators will deem what

is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Concord Christian Academy may request the system administrator to deny, revoke, or suspend specific user accounts. Details about specific offenses and the related consequences can be found in the "CCA computer/cell phone/mobile devices offenses and email policies" document.

Network Etiquette

- You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- Illegal activities are strictly forbidden.

- Do not reveal your personal address or phone numbers of students or colleagues.

- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users.

- All communications and information accessible via the network should be assumed to be private property but subject to monitoring.

Disclaimers

Concord Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Concord Christian Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by CCA's own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Concord Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator or your Concord Christian Academy internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the internet as a system administrator will result in cancellation of user privileges. Any user identified as

a security risk or having a history of problems with other computer systems may be denied access to CCA internet access.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to any of the internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. And destruction of school-owned devices.

Monitoring

All CCA-owned devices are configured to allow LanSchool screen monitoring and limited control. All BYOD computers will be configured with LanSchool monitoring software. Students, faculty, and staff may be remotely monitored anytime a device is connected to the CCA network. This includes possible monitoring of emails. You should, therefore, harbor no expectations of privacy regarding your use of CCA email or internet access.

Faculty and staff should not allow any students (including their own children) access to their computer at any time that they are not being monitored.

Student BYOD Policy

Purpose: This policy outlines the terms and conditions for students to be allowed to bring BYOD (Bring Your Own Device) computers to school for use for educational purposes while at school.

Terms & Services

While using personal computers at school, a student's internet access will be content filtered to prevent access to inappropriate websites. In addition, teachers will be able to remotely monitor their students computers to observe (and control) them as needed.

Please be aware that monitoring will be possible any time the computer is being used while connected to the CCA network.

Responsibility for Devices

The technology devices students bring to school are their responsibility.

CCA assumes no responsibility for personal devices if they are lost, damaged, or stolen. Students are to keep their devices secure at all times and not share them or loan them to others. CCA will not provide them. Families should clearly label all devices with the students' names. Families should also set a password or passcode to secure entry into each device.

DEVICES

Types of BYOD Devices Allowed:

- Windows laptops (all models)
- Apple MacBooks (all models)
- Chromebooks (all models)

Types of BYOD Devices NOT Allowed:

- Tablets (Windows, iOS, and Android devices)
- Cell Phones
- Devices running Linux-based operating systems.(LanSchool software is not compliant with Linux)

SERVICES

Services Provided for BYOD Computers:

- Access to the Internet (content filtered)
- Limited printing
- Access to student's files on the CCA provided Google Drive cloud service.

Services NOT Provided for BYOD Computers:

- Backups
- Troubleshooting/repairs beyond network access and printing
- Installation of programs (other than the enrollment program)
- Power Cords (students must bring their own)

Registration, Enrollment & Un-Enrollment

Student BYOD computers will need to be registered with CCA and enrolled in the LanSchool Student Manager. Registration can be done online using this Google Form . Enrollment is done by installing a program on the computer to allow remote monitoring. The CCA Technology Coordinator will install the program once the computer is registered.

BYOD Chromebook users may only use their CCA Google account while using their Chromebook at school. A computer can be un-enrolled by requesting the program be uninstalled by the CCA Technology Coordinator. Un-enrolled computers will not be allowed to be used at school by students.

Related Policies

The "CCA Technology Acceptable Use" policy (provided at the beginning of each school year) covers the acceptable uses of any student computer (BYOD or CCA provided) while a student is at the school.