

# **West Side Christian School**

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## **Technology Use Policy**

**2021-2022**

Providing students and faculty with a 21<sup>st</sup> century digital learning environment is a core value of West Side Christian School. This Policy is intended to provide information about the types of technology used and the acceptable use policy for technology resources. This policy is in addition to the Policy Governing the use of Computers, the Internet (Social Media) and Electronic Mail which appears in the 2021-2022 Student Handbook.

Students are not allowed to bring their own technology devices (laptops, smart phones, smart watches, Readers, iPads, etc.) to campus. Students wishing to bring a cell phone to campus, must check it in at the beginning of the day and may retrieve it after the last bell of the school day. Cell phones are not allowed in the classroom or any other location on campus. Violation of cell phone use is addressed in the Discipline section of the Student Handbook.

Use of school-issued devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion. Students will have access to their own Google Apps account, including Gmail, within the WSCS domain (wscs.com). With teacher approval, students may use devices in the classroom to access and save information from the Internet, work with software applications needed for class, collaborate with other learners, and utilize the productivity tools available to them through their student Google Apps accounts.

Use of WSCS's technology resources is a privilege that the School extends to students in order to support and enrich their learning experiences. This addition to our handbook contains the Acceptable Use Policy and must be signed by both students and their parents/guardian for the 2021/22 school year.

### **School - Owned Devices**

WSCS students work with a wide variety of devices throughout the school year each designed to meet a different content delivery, content creation or collaboration need. Devices used by students may include, but are not limited, to personal computers (laptops and desk tops) running the Windows operating system, iPad's, iPod touches, interactive white boards ("SMART boards"), digital projectors, document cameras, televisions, VCRs, DVD players, scanners, printers, and photocopiers. Students use these devices to access the WSCS network through both wired and wireless connections.

### **Guidelines:**

1. The student is responsible for the proper care of the assigned electronic device. If intentional damage is done to an electronic device, the student will be responsible for any costs of repair or replacement, as well as possible disciplinary action.
2. The school reserves the right to inspect an electronic device at any time while in use by the student if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
3. The student will comply with teachers' request to shut down the device or close the screen immediately. Students who improperly use their devices without authorization from the classroom teacher will be disciplined.

4. Students checking out laptop computers must ensure that they are returned to the charging station and plugged in.
5. The student may not use any electronic devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited and will be handled according to local laws.
6. Students will not access ANY form of social media or gaming while using school-issued computers, including Instagram, Facebook, Snapchat, etc. or any other social media that may be available.
7. The student should only use the device to access classroom related activities. Students may not access non-instructional games, videos, and other non-classroom learning material on their computers. Students who use their assigned computer for non-learning activities will lose the privilege of using a computer during class time and possibly be disciplined.
8. Students may only access Google or other search engine for class research and/or assignment purposes only.
9. Violations of any Board policies, administrative procedures or school rules involving an electronic device may result in the loss of use of any electronic device in school and/or disciplinary action.

As a student I understand and will abide by the above policy and guidelines as well as those referenced in the Student Handbook. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of school technology/devices.

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Student's Printed Name

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Student's Signature and Date

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Parent's Printed Name

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Parent's Signature and Date