# Central Christian School Technology Guidelines

The instructional technology used at Central Christian School is an integral part of our academic program. We use technology in many forms to enhance the educational experience for all of our students.

Wireless technology is available throughout the campus. In addition, Central's Bring Your Own Device (B.Y.O.D.) program enables students to access learning opportunities using their personal laptops and tablets. We will phase that in a grade at a time starting with seniors.

Promethean Boards have been placed in all of our core classrooms. Promethean Boards are interactive white boards that replace outdated chalkboards and standard whiteboards. These boards connect to a computer and projector that display the image onto the board's surface. The teacher controls the computer with a finger, pen, or slate device. The board enables the teacher to provide computer generated instruction and video streaming. While the boards have become a staple in twenty-first century schools, there is also ample evidence that proves that the boards can have a significant impact on student achievement.

Students begin as early as kindergarten with our Android tablet program. This program is specifically designed with educational options to support existing curriculum. Not only do these reinforce existing curriculum, it also exposes students to a multitude of learning options.  The tablets include over 100 pre-loaded applications including math, science, language arts, English, and Spanish. Each one has over 100 pre-loaded books. One unique feature is the Multiple Intelligence Assessment that helps teachers assess how each student learns best.

The CCS computer lab has been updated with new computers. Ample software provides students with the tools necessary for success in every classroom.

Renweb.com provides school management software including gradebook and parent contact functions. Parents can also keep track of their child's grades using Renweb.

**Technology Beliefs at Central Christian:**

1. Technology should support the curriculum.

2. Technology should serve as a resource for teachers to enhance instruction.

3. Technology should facilitate communication with parents.

4. Technology should be used to prepare students for the use of it in college.

5. Technology should teach students the proper care of hardware and the legal guidelines they will need to follow as responsible adults.

6. Technology should be dependable and be student and teacher friendly.

**School Guidelines**

Central Christian School (CCS) is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into every classroom. A first step is to develop and implement a plan allowing students to bring their own digital devices to school. As part of this plan, CCS will allow students to access our wireless network using their own technology tools during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use productivity tools provided by Central Christian School.

Technology is to be used on the Central Christian School campus for educational purposes only. It is a privilege, not a right, to use the school's technology resources. The following guidelines are set forth to guide technology use by all of the Central Christian School stakeholders.

1. I will not send or participate in any forms of obscene messaging to include sexting, possession of, or the distribution of obscene messages of any kind. I realize that doing so has significant legal consequences to include a charge of a misdemeanor. That charge can lead to expulsion and can follow me through applications to other schools and college applications. Simply put, it is Biblically wrong, legally wrong, and should be avoided at all cost. It can have a significant impact on my future.

2. I will respect copyright laws. I will not plagiarize. I will obey all local, state, and federal laws when using the Internet.

3. I will not use any device to film anyone or anything at the school without the expressed approval of the teacher (Done as part of a class). Filming anyone or anything at any time without permission will be considered a direct violation of the school's Honor Code and will result in severe consequences.

4. I will not purchase or subscribe to any service for which a fee is charged. I will not download or install any unauthorized software.

5. I will not engage in technology use or applications that interfere with the use of technology by others. I will not play games, instant message, chat, read or post to online social networks during the school day.

6. I will not post or provide any identifying information about myself or other people through the Internet.
7. I will respect my teachers by staying on task with technology in class.
8. I will not access email, social media (snapchat, twitter, instagram, facebook etc...), or the Internet during class without teacher permission.
9. I will be careful when I surf the web, avoiding any sites that are profane, obscene, or otherwise inappropriate.
10. I will not bring my device to break or lunch.
11. I will use appropriate language and will not write anything in email or online that I would not want said to my teachers, parents, and friends.

12. I will not give out my password to anyone else, and I will never use anyone else's username and password. I will not access anyone else's account, harm or destroy their files, or make any changes to the device settings. I will not attempt to gain access to any area of the network that I am not authorized to access.

13. I understand that nothing on a school computer or the network is totally private. Central Christian School and my parents have the right to access any of my files and folders at any time.

14. I understand that, if I use a personal device, that I must bring it to school each day in working order. The battery will be fully charged, the sound will be turned off, and all educational software will be operational. Batteries will not be charged during the day.

15. I will keep my laptop/tablet in a safe place, such as my locker or book bag when I am not using it. I will be certain it is secure during after school activities. I will never leave it sitting in the hall or on a locker.

16. I understand that it is my responsibility to back up my file on a jump drive on a regular basis. I will never use computer problems as an excuse for not having assignments when due.

17. I understand that Central's Honor Code applies to the use of technology on campus. I will honor this policy and follow the rules. I understand I will face appropriate consequences if I do not. These consequences may include:

*First offense:*   Warning.
*Second offense:* Technology privilege suspended for five days.
*Third offense:*   Written Honor Code violation placed in permanent record and technology privilege suspended for ten days.
*Fourth offense:*   Written violation placed in permanent record and permanent suspension of technology privileges.

18.  I understand the importance of personal integrity and that plagiarism is a form of cheating and is an Honor Code violation.

19. I understand that it is highly recommended that I use easily identifiable protective cases for my technology device(s).

20. I understand that the school's network filters will be applied to one's connection to the internet and I will not attempt to bypass them.

21. I understand that bringing on premises or infecting the network with any program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of this technology policy and will result in disciplinary action.

22. I understand that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary action.

23. I understand that the school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

24. I understand that printing from personal laptops/tablets will not be possible at school.

25. The device may only be used to access files or Internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.

26. Students must comply with teachers' request to turn off the device at any time.


### *FREQUENTLY ASKED QUESTIONS BY STUDENTS*

***I have turned in my signed copy the CCS Internet Acceptable Use Agreement. Can I start bringing my device to school?***

Answer: This will be phased in. Seniors will be allowed to begin using their devices first. It is our goal to have everyone on board by Christmas. Students taking Spanish I, Chemistry, and Physics will also be phased in first. These classes will be phased in with E-books for the courses.

***I have my device with me in class. How do I get on the internet now?***

Answer: Students will be given information on how to use their devices once school begins.

***My device is not prompting me to choose a wireless network. Is there another way to connect?***

Answer: In the settings menu of your device, there is usually an icon for a network. Go to this icon and choose **Student Internet Access** from the list or prompt your computer to look for wireless networks in range.

***I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?***

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your technology tool in that class, turn it off and follow his/her directions.

***I just can't get my laptop to connect to the network. Can I get some help from someone?***

Answer: It is not the responsibility of your teachers or other CCS staff to troubleshoot individual devices. Check your owner's manual for issues concerning connectivity. Valuable instructional time will be lost if the teacher tries to help individual students with their devices.

***I need to save my work to the CCS network. Why can't I access this resource?***

Answer: You are on the wireless network. It is not the same as the network you would normally access from a campus computer. You will not see your shared folder, so you will need to save your work in another place. Some options include a flash drive, your own hard drive, or a cloud source.

***I need to print the spreadsheet I just created. Why is there no printer listed when I try this?***

Answer: Like the shared folders, printers are networked differently on the campus and will not be available when you login to the wireless network. Some printing solutions include: emailing the document to your teacher, saving it to a flash drive, or printing it from home.

***My laptop was stolen when I brought it to school. Who should I contact about this?***

Answer: Bringing your own technology tools to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. CCS is not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a teacher or administrator to make him/her aware of the offense.

***Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?***

Answer: Student filtering is a requirement of all schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access it while in a school. The network you are using while at school belongs to CCS and will be filtered.

***I have a data plan from a provider (AT&T, Sprint, Verizon etc.) on my digital device that allows Internet access without using the CCS wireless access. Is this allowable?***

Answer: Students are expected to follow these procedures when accessing the Internet through any device. All students are expected to use their CCS login to access the Internet. Students should not access the Internet through any cellular data provider while on campus.

## *FREQUENTLY ASKED QUESTIONS BY PARENTS*

***As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?***

Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required to participate. While on the CCS wireless network, students will be monitored through the school's filter, so there is no need for additional filtering software.

***I have read the terms of service and I do not wish to have my son/daughter accessing the Internet using his/her own laptop. Is this allowable in this plan?***

Answer: You may choose for your child not to bring a personal device to school.

### *If my child's laptop is stolen or damaged, what recourse can I take?*

Answer: The school is not responsible for any damage or theft of student owned equipment. Keeping track of the device's serial number, model and type at home is suggested. Theft or vandalism of any kind should be reported immediately.

### *What are the campus/classroom rules for using student owned devices including phones?*

Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students.