



Technology Acceptable Use Policy

Introduction

San Gabriel Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills in a God-honoring manner. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using technologies (laptop, phone, and/or tablet) in school or on the San Gabriel Christian School campus.

- The San Gabriel Christian School wireless network is intended for educational purposes.
- Activity over the network or using school technologies will be monitored and may be retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- San Gabriel Christian School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Students of the San Gabriel Christian School network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.

Using Your iPad at School

All technologies provided by or used at San Gabriel Christian School are intended for educational purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do; therefore, we expect students to use technology in a way that is safe, appropriate, careful and kind. Students may not try to get around technological protection measures, must use good common sense, and should ask if they need help with this. Inappropriate uses of technologies or social media are subject to discipline to be determined by the administration.

iPads are intended for use at school each day. Students who repeatedly fail to bring the iPad to school or fail to maintain a fully charged battery will be subject to discipline to be determined by the administration.

Hot Spots and 3G/4G

Students are not permitted to connect to the internet using a hot spot or 3G/4G account during school hours.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Students who repeatedly fail to bring the iPad to school or fail to maintain a fully charged battery will be subject to discipline to be determined by the administration.

Charging Your iPad's Battery

iPads must be brought to school each day and have enough power to last every class. Students need to charge their iPads each evening. Keep in mind that this process can take up to 5 hours to fully charge the iPad depending on the percentage of battery life remaining. Disrupting class time to charge any device is not acceptable.

Passcodes and Passwords

Students are required to set a passcode for their iPads and are prohibited from sharing their passcode with other students. Passcodes must be given to teachers upon request. School-assigned passwords may not be altered.

Sound/Music

On all iPads, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Recording

The use of audio, video, and/or pictures of teachers, staff, administrators, or students is NOT permitted without consent. For example, you may not record or video a class lecture without receiving prior permission from the instructor. Violations will be subject to discipline to be determined by the administration.

Downloading Apps

Every new iPad comes with basic productivity apps that will be used extensively throughout the year. Teachers may also require students to download specific apps or eBooks that have application to their specific course content.

Gaming/Social Media and Class Instruction

Students are not permitted to use gaming or social media apps during school hours. Teachers always reserve the right to ask students to close any app not pertaining to their class and to do random iPad checks anytime while on campus.

AirPrint

Students are expected to print off campus. For emergencies, however, AirPrint will be available with the iPad with teacher permission only. Printing is the students' responsibility and school printing is not guaranteed.

AirPlay

Teachers may grant students' access to Apple TV to share their work. Apple TV should be accessed only with teacher permission. Students should not attempt to bypass any restrictions to gain access to the Apple TV.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back- up files or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

Network Access/Connectivity

Students are required to connect to the wireless network using the provided user name and password given by the school. San Gabriel Christian School makes no guarantee that the school wireless network will be up and running 100% of the time.

Inspection

Students may be selected to provide their iPad for inspection for safety and security purposes. Teachers always reserve the right to ask students to close any app not pertaining to their class and to conduct random iPad checks anytime while on campus.

Web Access

San Gabriel Christian School provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a

student believes it shouldn't be, the student should alert a member of the school faculty or administration. Parents are encouraged to use the iPad Settings function to limit or disable specific use of their child's iPad.

Email

San Gabriel Christian School will provide students with an email account (@sgccandcs.org) for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Student email accounts should be used with care. Students should not send personal information; should not attempt to open files or follow links from an unknown origin; should use appropriate language; and should only communicate with other people as allowed by San Gabriel Christian policy or their teacher.

Students are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Email usage will be monitored and archived.

Web 2.0 /Social/Collaborative Content

Recognizing the benefits collaboration brings to education, San Gabriel Christian School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among students and teachers.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Students should be careful not to share personally-identifiable information online. Students who use technology inappropriately will be subject to discipline to be determined by the administration.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert a teacher or administration. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Removing a profile or restrictions from your iPad (including “wiping” or “restoring” your iPad) will be subject to discipline to be determined by the administration.

Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can be shared and spread in ways you never intended.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet, eTextbook, or additional resources. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online or in additional resources. All research, but especially Internet research, should be appropriately cited using the MLA format, giving credit to the original author. Plagiarism is taken very seriously; strict consequences apply if a student plagiarizes.

Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm another person (physically or emotionally), will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

Students should always use appropriate conduct that is God-honoring and pleasing to the Lord.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, cell phones, videos, movies, and music.

Examples of Acceptable Use

I will:

- Never leave my iPad unattended and I will know where it is at all times. I will place some form of name identification on the case or iPad itself in the event that the iPad is found
- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources

This is not intended to be an exhaustive list. Students should use good judgment when using any technologies.

Examples of UN-acceptable Use

- “Jailbreaking” or erasing an iPad
- Spamming: sending mass or inappropriate messages of any kind
- Gaining access to other student’s accounts, files, and/or data
- Using the school’s Internet/e-mail accounts for financial or commercial gain or

for any illegal activity

- Causing vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the San Gabriel Christian School web filter through a web proxy, 3G/4G or hotspot
- Removing the iPad profiles and restrictions from the iPad (for example Mobicip)
- Using another student's iPad.
- Installing or transmitting illegally obtained copyrighted materials
- Violating existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Using chat rooms or sites selling term papers, book reports and other forms of student work
- Attempting to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Trying to find ways to circumvent the school's safety measures and filtering tools
- Agreeing to meet someone I met online in real life
- Using school technologies for illegal activities or to pursue information on such activities
- Attempting to hack or access sites, servers, or content that isn't intended for my use

This is not intended to be an exhaustive list. Students should use good judgment when using any technologies.

Limitation of Liability

San Gabriel Christian School will not be responsible for damage, harm or theft to student-owned iPads. While San Gabriel Christian School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

San Gabriel Christian School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this Acceptable Use Policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification of parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution