



HEIGHTS CHRISTIAN SCHOOLS

Technology Use Agreement

GENERAL GUIDELINES AND EXPECTATIONS: ALL STUDENTS USING TECHNOLOGY ON CAMPUS

For the 2020/21 school year, students in TK-Kindergarten will have 1:1 access to iPads in their classrooms. Students in 1st- 4th grades will have 1:1 access to Chromebooks in their classroom. Students in 5th – 8th grades will be issued a Chromebook and will transport their devices between home and school. Devices remain the property of HCS and will be collected at the end of each school year.

The primary purpose of technology systems at Heights Christian Schools is to improve/enhance learning and teaching. The guidelines below are meant to help students, teachers, and parents understand appropriate use of technology and resources for this purpose

The use of computers, networks, Internet access, and other technologies at Heights Christian Schools is a privilege. It is expected that students will use these resources responsibly and for educational purposes that align with the mission and philosophy of the school. As such, any technology used at the school may be accessed by faculty and administrators at any time.

Network, Internet Access and Content Filter

The Heights Christian Schools Network and internet access is a shared resource. HCS utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). Please use it responsibly with our community members in mind. Internet access on all HCS managed devices are filtered, protected and monitored to create a safe learning environment. Our goal is not ultimately to restrict student access, but to educate students about responsible and appropriate use. If we find a student accessing inappropriate material at school or using the technology in an inappropriate manner, the school will respond. If disciplinary action is deemed necessary, a conversation with parents and appropriate consequences, as determined by the administration, will follow.

Heights Christian Schools is a wireless campus. All Chromebooks have access to the wireless network. It is expected that students will:

- Use the internet for appropriate work and resources—make good decisions for themselves and the people around them.
- Refrain from downloading large multimedia files at school.
- Save online gaming (not sanctioned by a teacher) and nonacademic multimedia consumption for home, if permitted at home.
- Not attempt to disable device management. Any attempt to bypass or disable security features is forbidden and may result in disciplinary action, including loss of use of technology/Chromebook, suspension or termination of enrollment.

Email Accounts

Students in Kindergarten – 4th grade are restricted from sending and receiving email. Students in grades 5th – 8th are restricted to within the HCS domain. These email communications are monitored. Students will not be able to send and receive emails outside of our school community. Students should use their Heights Christian Schools-provided email account for all school communications. Students should not use email or other electronic communication (Including but not limited to Google or Seesaw) during class unless specifically instructed by the teacher.

Social Networking Sites (e.g., Facebook, Pinterest, Instagram)

Students may not use social networking sites at school. Our filters are strong and intended to restrict access, but students are ultimately responsible for making good choices. In addition, online chatting or video conferencing with classmates during class is dependent on teacher permission. Parents are strongly encouraged to establish guidelines pertaining to how these tools may be used at home.

Security

Students will be responsible for remembering several passwords for school and personal accounts. We recommend that students minimize the number of passwords they use, and **never share** these passwords with peers, even with a best friend.

Photo, Video, and Audio Recording

Student devices (Chromebooks/iPads) are equipped with a camera and microphone, allowing video, image, and audio capture. At no time should a student record anyone (student, teacher, parent, presenter, etc.) without permission from the parties involved. **To do so can be considered a serious offense.** In addition, students must obtain permission from the parties involved before publishing content. Students need to exercise good judgment when using the device camera and microphone.

Content and Communication

Students should also be aware of the potential for their communication to be shared and/or misinterpreted. Any use of devices that involves inappropriate, unkind or mean behavior will result in disciplinary consequences. Students should make sure that all communications are appropriate both in content and in context. Remember all online communication is a reflection of the individual. If a student wouldn't write it or say it in front of a parent, teacher or other adult, it is better left unwritten and unsaid. When in doubt, communicate with the person face to face.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of an HCS managed device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Heights Christian Schools may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason. By using an HCS managed device, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student devices.

GUIDELINES AND EXPECTATIONS FOR STUDENTS ISSUED A 1:1 HCS MANAGED DEVICE

Taking Care of the Device:

Students are responsible for the general care of the device they have been issued by the school. Students with devices that are broken or fail to work properly must contact the **IT Helpdesk or School Office** as soon as possible so that they can be taken care of properly. HCS managed devices should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions:

- No food or drink should be next to devices.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.
- Devices should never be loaned to another student or individual during the school day or otherwise.
- Never leave the device unattended in an unsecured or unsupervised location.
- Protect the device by always carrying it in a secure manner to avoid damage.

- Understand that the device issued is subject to inspection at any time without notice and is the property of Heights Christian Schools.

Device Asset Tags

All devices will be labeled with a Heights Christian Schools asset tag, an identifying sticker on the back of device. This HCS ID tag may not be modified or tampered with in any way.

Home Use of Technology

Computer use at school is for learning opportunities. At home, parent and child should communicate together about acceptable use of technology for recreation. Consider making a HAUP (Home Acceptable Use Plan) at home that is in line with the HCS Technology Use Agreement and addresses some of the different situations at home. This should include the amount of time the student uses the device, the type of websites visited, and expectations around communication. Clarifying expectations at home and having an open conversation about responsible use is best and sustainable.

Printing

Students will use a "Learning Management System" (LMS) that will allow digital interaction between students and teachers for assigning, distributing, assessing, and collecting student work without the need to print. Students will be required to print some of their own work and projects at home.

Outdoor use

There is absolutely no use of technology permitted on campus during recess or breaks unless in a classroom setting with a teacher or with administrative approval.

Carrying and Storing the Chromebook

Once a 1:1 Chromebook is issued to a student (grades 5th – 8th), the Chromebook becomes the full responsibility of the student. It is strongly recommended that thought is given to how the student will transport their Chromebook back and forth to school and throughout the day. The Chromebook should be tightly closed, and care should be taken when carrying it in a backpack. **A Chromebook cover, sleeve and/or a backpack with a padded computer pouch is strongly recommended.**

Charging the Chromebook

Students are expected to come into class every day with a fully charged Chromebook. A charging station should be set up at home to help students easily charge the device and remember to bring it to school the next day. **Students are still responsible for doing their work, even if their Chromebook is not charged.**

Rental Devices

If a student comes to class without their **fully charged** device, (an uncharged Chromebook will be treated the same as a missing device), a rental device will be issued, and the corresponding charge(s) below will be applied. In these instances, the student assumes full responsibility for the rental device while in their possession. Additional classroom consequences may also be incurred due to the student arriving to class unprepared. A "rental" device must be returned by the end of the school day. (Devices disinfected between renters).

Fees:

- Daily Rental Fee \$10.00
- Failure to return the device \$25.00
(by the end of the school day)

Repairing/Replacing Devices

All devices in need of repair must be brought to the School Office as soon as possible. The school will have the device evaluated and repaired. During this time, a loaner device will be issued to the student. In the event of

damage, loss or theft, a student will be charged a fee to cover the repair/replacement costs for the school-issued device. If a fee is assessed, the family will be notified, with details of the incident; additional disciplinary action may follow.

Loaner Devices

Loaner devices that are issued to students while their school-issued devices are being repaired may take the loaner devices back and forth from home to school. Loaner devices must be treated with the same respect as any other device as outlined in this document. A student borrowing a loaner device will be responsible for any damage to or loss of the loaner device. When a student's device has been repaired and is ready for pick-up, the student and family will be notified. At this point, the loaner device must be returned to the School Office in order to receive their repaired device.

Returning the Chromebook

End of Year

At the end of the school year, students will turn in their device and charger. Failure to turn in their assigned device and charger will result in the student being charged the full replacement cost of these items.

Transferring/Withdrawing Students

Students that withdraw from Heights Christian Schools must turn in their device and charger to the School Office on their last day of attendance. Failure to turn in the device will result in the student being charged the full replacement cost.

DIGITAL CITIZENSHIP – ALL STUDENTS

A good citizen is someone who upholds and respects the laws of their country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviors. They show care and concern for themselves, their neighbors and other members of their communities. The good citizen respects other people's property and expects others to do the same for them.

The good digital citizen applies the same rules to the cyber-world. A digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. And in return, they expect the same respect to be shown to them. There are three key parts to digital citizenship. They are looking after yourself, other people and property.

Respect and Protect Yourself – Students should:

- Keep passwords private and will not share them with friends.
- Be conscious of one's digital footprint and careful about posting personal information.
- Only use text and images that are appropriate for school.
- Be careful when sharing files (keeping them private, sharing with teachers and classmates or posting them publicly).
- Visit sites that are appropriate and respect the rules that websites have about age.
- Immediately report any inappropriate behavior directed at you to a teacher, or other adult at school.
- Talk to trusted adults, (parents and teachers), about online experiences. This includes both the good and the bad experiences.

Respect and Protect Others – Students should:

- Not use technology to harass or be unkind to other people.
- Not log in with another student's username and password.
- Not trespass into another student's network folder, documents, files or profile.
- Not pretend to be someone else; be honest in one's representation of self.
- Not forward inappropriate materials or hurtful comments or spread rumors.

- Immediately report any inappropriate behavior directed at fellow students to a teacher, or other adult at school.
- Not take property belonging to others. It's easy to download music, games and movies, but downloading media that has not been purchased is considered piracy which equates to stealing.
- Check that the information being using is correct. Anyone can say anything on the web; use reliable sites for research. When in doubt, ask a teacher or parents.

Respect and Protect the Learning Environment – Students should:

- Not visit inappropriate web sites. If an inappropriate page, image or search result comes up, immediately close the window or tab and notify an adult immediately.
- Not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- Not comment on work in public websites unless the student knows the author and has the teacher's permission.
- Not attempt to represent HCS on the internet without teacher approval.

Honor Intellectual Property – Students should:

- Do their own work on assignments.
- Not plagiarize.
- Cite any and all use of websites, images, books and other media as instructed by the teacher.

Discipline

Inappropriate use of technology on or off campus will be dealt with swiftly and fairly and will result in appropriate disciplinary action, up to and including, suspension or termination of enrollment. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal. All disciplinary actions, including suspension or termination of enrollment, are at the sole discretion of the HCS administration.