



Technology Use Agreement for Calhoun Christian School

Technology in all its forms is a great tool for education. When used correctly, technology can greatly enhance the learning experience, connect students to valuable resources, and produce collaborative learning and productivity. Following these guidelines will ensure that students and staff have the opportunity to make the most of these tools at CCS.

There are two types of devices at CCS:

1. **CCS-OWNED DEVICES:** These systems are available for use by students, staff, and volunteers. They are maintained by Electric Software, the CCS Tech Team (volunteers), the computer teacher, and CACC student tech assistants. The entire Technology Use Agreement (TUA) applies to these devices.
2. **PRIVATE PROPERTY DEVICES:** These devices are owned by individuals. Users of these systems need to abide by the network and internet portions of the TUA and are responsible for maintaining their systems, keeping them secure from harming our network, using them for ethical and legal purposes, and protecting password and sensitive information. **PLEASE NOTE:** This primarily applies to staff personal devices. Students may NOT use private property devices during the school day except for when approved by administration for a specific educational plan. This applies to phones, tablets, PCs, laptops, etc. Please see the Electronics Policy in the *Parent-Student Handbook* for further information.

USING DEVICES AND TECHNOLOGY AT CCS IS A PRIVILEGE THAT YOU CAN LOSE.

MAKE SURE YOU FOLLOW THESE GUIDELINES:

1. **SUPERVISION:** Students may use a CCS-owned device to access the internet with adult supervision. Students are allowed to print homework assignments in the lab before school, provided they have permission, and a teacher is present. Students should always ask before using CCS equipment. CCS equipment is not to be used by any student before (7:45am) or after (2:50pm) the school day without staff permission and presence. Students should not miss class time to finish homework or print assignments.
2. **USERNAME & PASSWORD:** If provided a username and password to login to a device, internet site, or resource, students and teachers are expected to keep them secure and private. Everyone is to use their own username and password and not share with another person.
3. **DEVICES & GUEST USE:** Lab and classroom devices/equipment as well as equipment used by and/or issued to staff, students or volunteers are the property of CCS. Equipment may be removed from your use by CCS at any time. If you cease to be a student, staff or volunteer at CCS, you must turn in any issued equipment in good working order or be invoiced for the replacement. Remember, you are a guest using the school's technology. Do NOT . . .
 - a. Change settings, backgrounds, preferences, etc. without staff permission.
 - b. Access saved files that you did not create or have not been given access to.
 - c. Misuse or mistreat equipment. You will be charged to replace anything that gets broken due to misuse or mistreatment.
 - d. You are a guest user; this is not your personal property. Treat all equipment respectfully and as it was intended to be used.
4. **FOOD & DRINK:** As a general rule, food and drink are not allowed by students when working near a school-owned computer. Do not use a public keyboard with sticky, greasy, or dirty fingers.
5. **SOFTWARE:** Users should not install any software or executable file on a CCS computer. Notify Electric Software and/or the Tech Team if software installation is required.
6. **DOWNLOADS AND UPDATES:** Students do NOT have permission to download without approval by the tech team or a staff member. Users may not use devices or the CCS network to download or copy items illegally.

Users may not access executable files at CCS via portable storage devices nor approve updates to CCS devices without permission.

7. GAMES: There are approved educational games available to students to use at designated times. These are the only games that students should be accessing at CCS.
8. MUSIC: When music is allowed while working in the lab, students may listen to Christian, instrumental, or holiday music via Pandora or a similar resource. Music via YouTube is not allowed. Music is a privilege that is granted by staff; students should not assume they have permission. If a student does not comply with the music guidelines, their music privilege will be removed.
9. EMAIL: CCS student and staff email addresses are administered through Outlook (O365 program). They are structured as follows: *firstname.lastname@calhounchristian.org*. Other than when directed by a staff member, students should not access their personal email during school hours. When given permission to use email during school, students are expected to follow directions and complete only the tasks assigned.
10. SOCIAL MEDIA: Using social media during school hours on any device is prohibited for students, except high school students during passing times and lunch.
11. NETWORK: There is an unsecured network in place for visitors, parents, and students during after-school hours. Student internet use on their personal devices is not monitored by staff unless it is an approved device through an education plan. Students are not allowed to access the internet from school-owned devices or personal devices approved through an education plan during school hours without permission from a staff member.
12. STAFF DEVICES: Staff devices must be password protected and may not be used by students without staff permission.
13. APPROPRIATE USE: Users may not attempt to access sexually explicit, obscene, violent or otherwise inappropriate materials. Students may not buy/sell online during school hours, nor may they visit sites that are not approved or directed by the supervising staff member. Using a personal device or network to do anything illegal, unethical, or harmful to another while at CCS is in violation of these guidelines.
14. CYBER BULLYING OR HARRASSMENT: Neither CCS devices nor the network or internet may be used to threaten, harass, or bully another person. Doing so is in violation of these guidelines.
15. OFFICE 365: This is a free resource for CCS staff and students, intended to be used to enrich the learning environment and provide productivity tools and collaborative communication options. Specific O365 guidelines are available in a separate document.
16. STEWARDSHIP: Users are required to respect the property and privacy of the CCS network, equipment and other users. Destruction of the equipment is prohibited, and restitution of the property will be the family's responsibility.

BE CONSIDERATE

Please consider that it takes many hours to maintain the technology at CCS. This is all paid for by CCS or done by volunteers. Be a responsible user so that additional work is not created.

CONSEQUENCES

Failure to comply with the stated guidelines can result in any or all the following:

1. Temporary or permanent loss of computing privileges
2. Temporary or permanent loss of internet privileges
3. Fines for repairs or replacement of equipment (fines to be assessed at time of repair or replacement and will include labor)
4. Detention
5. Community service
6. School suspension
7. School expulsion
8. Legal action and prosecution by authorities

**PLEASE READ, SIGN, DETACH AND TURN IN TO THE CCS OFFICE AS PART OF
YOUR ENROLLMENT PAPERWORK**

I have read the Technology Use Agreement for Calhoun Christian School. I understand what is expected of me as a responsible user of technology, and I agree to abide by the established guidelines. I am aware that this agreement is subject to amendments, as needed, for the best operation of the CCS network and equipment. I understand that CCS does not have control over the content on the internet, although it attempts to provide prudent and available barriers. I am aware that student access to the CCS network is being developed to support the school's educational goals and responsibilities and that CCS believes that the benefits to educators and students far exceed any disadvantages of access.

Signature of User **Date**

Printed Name of User **Grade or Role**

As a parent/guardian of a CCS student, I have read the Technology Use Agreement for Calhoun Christian School, and I will support the school's guidelines and consequences as outlined in school documents.

Signature of Parent or Guardian **Date**