

Christian Academy of Knoxville
Technology Responsible Use Agreement

2018-2019
Grades 9-12

PURPOSE

Christian Academy of Knoxville provides technology resources for the school community with a belief that technology is an educational requirement in today's culture. In return, CAK expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools in a manner worthy of Jesus Christ.

EXPECTATIONS AND RULES

Responsible use of CAK's technology resources is first and foremost a reflection of Jesus Christ to each other and those outside the CAK community, and therefore should be ethical, respectful, honest, and supportive of the school's mission. The school expects all members of the school community to avoid computer activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in various other school policies located in the CAK Handbook. Violating any portion of this signed agreement may result in disciplinary review, including possible suspension or expulsion from CAK, and/or legal action. CAK will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network.

CONSEQUENCES

Failure to abide by items set forth in this policy will generally be addressed via disciplinary procedures listed throughout the CAK Handbook based on the type of offense (i.e. cheating, theft, inappropriate material, etc.) that occurred through the use of a device. Classroom teachers have the authority to set expectations for appropriate use of technology in their classroom in addition to this document. The administration reserves the right to apply disciplinary action on a case-by-case basis. The policy will apply regardless of device used (phone, tablet, laptop, etc.).

**If an offense constitutes harassment or otherwise significantly impacts instruction or the operation of the school, the student will automatically receive OSS and the student's future at CAK will be discussed with the parents and administration.*

The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus, regardless of device or system used, if such activity adversely affects the safety or well-being of students, employees or other members of our community, negatively impacts classroom instruction, or constitutes cheating or behavior embarrassing to the school.

ONLINE BEHAVIOR

___ I understand that I continuously represent Jesus Christ and CAK whenever and wherever I use online communications (both at school and at home.) This includes, but is not limited to, email, chat, instant-messaging, video calls, texting, gaming, and social networking sites. In all of my online communication

with classmates, teachers, and anyone else inside or outside the CAK community, I will treat others in love and respect as Christ teaches. Any disrespectful, obscene, or inflammatory language or media, ethnic or racial slurs, bullying, harassment or defamation, or other similar content posted or sent online will result in disciplinary action up to and including expulsion.

___ I understand I am required to report to the administration any communication online that affects the safety or well-being of myself, another student, or CAK employee. I understand that if I am aware of this type of activity and do not report it I may be subject to disciplinary action myself.

___ If I am uncertain whether a specific device-based activity is permitted or appropriate, I will ask a teacher or a member of the Technology Department before engaging in that activity.

PRIVACY

___ I will not share my access to any school-provided technology accounts or use anyone else's accounts. If I become aware of another individual's password, I will inform that person or a member of the technology staff.

___ I will respect the privacy of others throughout the CAK network and on the Internet and will not share or access others' folders, files, or data without authorization.

___ I understand there is no expectation of privacy when using CAK-provided computers or networks, and that CAK has the right to inspect any data, email, logs, or files that exist on the network or on individual school devices without the prior consent of the user(s). In addition, CAK reserves the right to view or remove any files on the network or on individual school computers without prior notice to users.

___ I will not share or post online personally identifying information about any members of the CAK community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)

___ I will not make audio or video recordings or take photos of another student or teacher without his/her knowledge and consent and, if another student, the permission of the student's parent(s). Exceptions to this policy are allowed for multimedia assignments given by teachers. Multimedia assignments may not be shared by any method except with those who are part of the assignment and the assigning teacher.

___ I will not falsify my identity online in any way. I will not impersonate another student or CAK employee online.

USE OF SCHOOL TECHNOLOGY RESOURCES

___ Regardless of the device used, when in the classroom or study hall I will not engaged in any electronic communication, game playing or multimedia use without prior teacher approval. Appropriate use of these privileges may take place during non-instructional time (before/after school, lunch, etc.) based on the content listed in this document and the school's mission.

___ I will use my CAK email for school-related activities only.

___ I will not use my CAK email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.

___ I will not use CAK technology resources for commercial activity or to seek monetary gain.

___ I will not deliberately perform any act which will negatively impact the operation of anyone's devices, printers or networks. I am aware that I am responsible for any damages I may cause.

___ I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help to remove the virus.

___ I will use printing resources responsibly and print only for school needs. If I print to the wrong printer I will not reprint to another printer but will retrieve the paper from the printer I sent it to. I understand I may be charged for excess printing or printing for non-school related purposes.

___ I will be responsible for backing up my own files. CAK is not responsible for backing up student files in any way.

___ I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.

___ I will not install or boot to non-approved operating systems, or "jailbreak" any CAK devices.

OBSCENE OR INAPPROPRIATE MATERIALS

___ I understand CAK monitors and filters all interactivity through the CAK network and that the primary purpose of internet access is to facilitate learning and communication. I understand the school filters all school-owned devices both on and off campus.

___ I will not attempt to circumvent or bypass the CAK filter in any way when using the CAK wireless network or using a school-owned device. I will not attempt to access any wireless networks which I have not been given access to.

___ I will not search for or download any material that is offensive, lewd, pornographic or inappropriate based on the school's mission. I understand this applies to both school-provided and personal devices.

___ If I mistakenly access inappropriate material, I will notify a teacher or staff member immediately so the material can be blocked and any other necessary steps can be taken.

___ If I need a website unblocked for educational purposes, I will make a request through a classroom teacher. I understand I may not directly request the Technology Department to unblock websites.

___ I will not in any way share any material that is offensive, lewd, pornographic or inappropriate with others, including but not limited to allowing others to view the material on my device or providing others with the files or links to the inappropriate material.

COPYRIGHT AND PLAIGARISM

___ I will follow all terms-of-service, age-limit requirements, copyright, fair-use and other applicable laws when accessing the internet.

___ I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, image, or idea and presenting it as your own.)

___ I will properly cite any resources that I use in my schoolwork.

___ Except for “educational fair use” as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

BYOD MACBOOK PROGRAM

This section applies the High School BYOD MacBook Program. For all other personally-owned equipment please refer to the section “Portable Electronics and Personal Computer Equipment” in this document.

___ I will bring my laptop to school charged and ready to use each day. I will ensure I have brought the power cord with me each day in case I need to charge my laptop, realizing the school does not keep spare power cords. If I need to charge during class, I will plug in before the teacher begins so I do not interrupt class.

___ I understand that if my laptop does not meet the minimum system requirements set by the school, the administration or technology department may require me to upgrade or replace my laptop to meet the requirements.

___ I understand I am responsible for maintaining my own laptop. The school is not responsible if my laptop is not working correctly but may provide assistance if I am having trouble getting online or printing at school. Loaners are available in the library only if my laptop is being repaired.

___ I understand that the teacher is the final authority in the classroom and that the teacher may ask me to put my laptop away if I am not on task. If asked to do this I will comply without complaint or argument.

___ I agree to keep my laptop secured with a password and have my name on it somewhere. My parents will maintain full administrative access to my laptop in some way. I will store my laptop securely when not in use. I understand the school is not responsible for loss, theft or damage to my laptop.

___ I will install all of the required software before coming to school. I will ask for assistance from the Technology Department or other sources if I need help.

___ I understand that as part of CAK’s comprehensive effort to maintain a safe and secure network/internet connection, the administration reserves the right to randomly search a student’s laptop computer for unauthorized usage and/or inappropriate or illegal content.

___ I understand that if I choose to use a personal hotspot or other method of internet access other than the CAK provided student wireless network, I may not visit websites while on campus that would otherwise be blocked on CAK’s network. I understand that using personal internet access to visit websites that would normally be blocked on CAK’s network will constitute circumventing CAK’s filter and be subject to disciplinary action.

1-to-1 iPad Program

This section applies to the High School 1-to-1 iPad Program. For all other personally-owned equipment please refer to the section “Portable Electronics and Personal Computer Equipment” in this document.

___ I will bring my iPad to school charged and ready to use each day. I understand on-campus charging availability is limited and my iPad should last all day on a single charge if used appropriately. I should not bring my school-issued charger to school but leave it at home to charge the device at night.

___ I understand the iPad is the property of the school and therefore there is no expectation of privacy on or off campus. The school monitors all activity on the iPad at all times and only apps installed through the Self Service app may be installed. The school installs restrictions on the iPad settings. The administration reserves the right to review the iPad at any time for any reason.

___ I understand the school monitors and filters all internet access on my iPad both on and off campus. If I find that I am able to access websites that I should not gain access to, I will immediately notify the Director of Technology or a teacher. I will not attempt to circumvent the school's filtering in any way.

___ I understand if I lose or break my iPad I must report this to the principal or Director of Technology as soon as possible. The school maintains spares so students do not get behind in their studies, however the school encourages families to purchase an optional insurance policy through the school. More information on this can be found in the insurance policy documentation.

___ I understand that I must have a passcode on my iPad at all times, which I will set up during orientation. If I want to change my passcode I must get permission from the Director of Technology first.

___ I understand that I must use the CAK-provided case on my iPad only. I may attach Bluetooth keyboards or use styluses but it is my responsibility to maintain those.

___ I agree to keep my iPad secured with a passcode. I will give my parents a copy of the passcode. I will store my iPad securely when not in use.

___ I understand the school will collect iPads over the summer break, and possibly at other breaks such as Fall Break, Christmas Break or Spring Break, for maintenance or updates/upgrades.

___ I understand that the teacher is the final authority in the classroom and that the teacher may ask me to put my iPad away if I am not on task. If asked to do this I will comply without complaint or argument.

PORTABLE ELECTRONICS AND PERSONAL ELECTRONICS

Please refer to the Student-Parent Handbook for individual policies relating to the appropriate use of portable electronics while on campus in the High School, Middle School and Elementary School sections. Portable electronics is any electronic device that is designed to be portable, including but not limited to iPad, iPod, tablet computers, cell phones, e-readers, portable video game systems, or any other portable device with a power switch. **As a reminder, the school reserves the right to apply disciplinary consequences for the use of portable electronics off-campus under the circumstances discussed in the Consequences section of this agreement.**

LIMITATION OF LIABILITY

CAK takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. CAK reserves the right to block content that negatively impacts the academic performance of students. CAK cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. CAK is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.