

Cornerstone Christian School– Technology Acceptable Use Policy (AUP)

Adopted from Mansfield Middle School – 205 Spring Hill Road, Storrs, CT 06268

The use of computer devices (including personal electronic devices), network, and Internet access is a privilege extended to students at CCS. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully and sign at the bottom. **Computer use at school may be revoked if a student does not adhere to the guidelines below.**

1. **Acceptable Use:** My use of computer devices, the Internet, and the school network must be in support of education and research within the educational goals and objectives of Cornerstone Christian School. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. *The school network includes the use of school computers (including handhelds), and computer peripherals, as well as the use of school network services such as the Internet, wireless network, school e-mail/web services accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use.*
2. **Personal Responsibility:** As a member of my school community, I will accept responsibility for the proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:
 - I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
 - I will keep my own passwords private and I will not share passwords with a friend.
 - I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process, may be subject to school consequences.
 - I will respect school equipment, including an absence of vandalism or computer viruses. I will not abuse school property or engage in any activity that will impede the operation of school equipment, including but not limited to hardware, software, and/or internet connections.
 - I will only use software that is pre-approved by the technology coordinator at CCS.
 - I will use the Internet and personal electronic devices only with a teacher's permission and if it does not become a distraction to me or to others.
 - I will respect others' private property and never take or use another person's electronic device without permission.
 - **I will never photograph, record or video any person or activities at CCS without permission of the individuals concerned and I will never post photos, recordings or videos without the permission of the individuals involved. RECORDINGS OR PHOTOGRAPHS SHOULD NEVER OCCUR IN PRIVATE AREAS SUCH AS LOCKER ROOMS AND RESTROOMS.**
 - **I understand that I may not record teachers in the classroom without permission from the teacher.**
 - I will refrain from harassing, bullying, or agitating others in any way, digital or otherwise.
 - I will not alter the school computers by adding or deleting programs, loading games, changing backgrounds, and/or deleting or interfering with others' content stored on the computer. If I need to make changes to any school device, I will receive permission from a staff or faculty member.
 - I will not use Airdrop or other wireless sharing to distribute images or information unless it is to specific individuals for legitimate reasons.
3. **Internet Safety:** the Internet provides opportunities to access new resources, but it also provides unique risks to students. CCS provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
 - I will not give out on the Internet personal information such as my full name, phone number, or address.
 - I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
 - I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
 - I will only access or download sites appropriate for school classes or activities.
 - I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. Use of Personally Owned Electronic Mobile Devices in School Including Mobile Phones

CCS recognizes the importance of emerging technology that is present in tablets, iPads, eBooks, Kindles, cell phones, etc., and its potential to enhance the classroom learning environment. Examples of these technology capabilities include camera and video recording, Internet access, music, etc. Teachers are encouraged to make the most of these tools to enrich classroom teaching and learning experiences. Students may only use these devices at school when given permission by a teacher and only for educational purposes, under the following conditions:

- BYOD (bring your own electronic mobile devices) is a privilege that may be revoked if a student does not comply with these guidelines or the school's behavior and technology use expectations. The school's disciplinary and acceptable

use policies apply to all student behavior, including when using a personal device. Any personal device that may create a distraction, audible or otherwise, should be off. Cell phones are to be silenced or turned off during the day when not being used under a teacher's approval (ringing or vibrating phones are a distraction to learning). When a student is not using a cell phone or device for class use, he/she should place their device in the area designated for them by the teacher.

- Students are not to use earbuds or headphones at school unless directed to do so by a teacher in a class, such as a computer and technology class.
- Students may not use the device at times or in ways that in the teacher's judgment may interfere with learning. Students will comply with teachers' directions to turn off the device or put it away. If a teacher is concerned about potentially inappropriate use, the teacher may ask to see the device.
- If the electronic mobile device is not allowed for use, it should be put away. The teacher will determine the best storage location such as a student's desk, book bag, or hallway locker.
- The device cannot be stored in school overnight. It will need to go home at the end of the day. Personal devices need to be charged prior to bringing them to school.
- Teachers are facilitators of instruction in their classrooms and cannot devote time to addressing technical difficulties with students' personally-owned electronic mobile devices in the classroom.
- Students will not use the device to take pictures or videos while on school grounds without permission.
- CCS is not responsible for any lost, damaged, or stolen property. CCS is not responsible for any data plan charges on mobile devices.
- Cell phones or devices capable of photography or videography may not be used on school buses, locker rooms, changing rooms, restrooms, nor may they be used in any situation that may cause embarrassment or discomfort to their fellow students, staff, or school visitors.
- It is strongly advised that students use a password/pin to ensure that someone cannot use their device if it is lost.

School administration shall have the authority to further restrict the possession of electronic mobile devices in order to maintain the principles of Board Policy and be consistent with the unique circumstances of grade levels.

5. **E-Mail / Communication Safety:** E-mail and other online communication services provide opportunities for students, but they require careful use. I will follow the guidelines below when using school computers/accounts:
- I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging and chat rooms are prohibited.
 - I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school-provided e-mail account or other school-provided computer services at school or another location. CCS may filter or monitor school provided student e-mail accounts or other school-provided computer services regardless of whether the account is accessed from school or another location.

*Consequences: For each violation, students will lose device privileges for an amount of time deemed appropriate by administration, as well as the following:

1st offense: meet with administration

2nd offense: at-home suspension for 1 to 3 days, depending on the severity of the violation

3rd offense: expulsion from school

Some violations may be so egregious that the consequences might be more severe. CCS reserves the right to report serious violations to law enforcement.

please sign and return the last page of this document

CCS Acceptable Use Form: Parent/Student Agreement

INTERNET RELEASE FORM: In order for a student to access the Internet and/or use CCS digital devices, a parent/guardian and the student must sign and return this consent form by ___/___/___.

___ I GIVE my permission to CCS to allow my child computer access to the Internet or online services and my child agrees to the usage guidelines.

___ I DO NOT GIVE permission to CCS to allow my child computer access to the Internet or online services. Since the school cannot always prevent student access to such services, I have directed my child not to access the Internet or online services.

ELECTRONIC RELEASE FORM : The school's social media and online presence sometimes includes stories and images of students. Parents, please consider the following and grant or decline permission for your child to be displayed.

- ___ I give permission to display my child's image
- ___ I give permission to display my child's voice.
- ___ I give permission to display my child's work
- ___ I do not want my child's image to be displayed
- ___ I do not want my child's work to be displayed.
- ___ I do not want my child's voice to be displayed

Parent Signature _____

Student Signature(s)/Grade(s) _____
