



## Northwest Christian High School

### Technology Policy 2023-24

## SCHOOL TECHNOLOGY

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Every student (and parent who desires their child to have access to school technology) must comply with the following rules of access:

- Nothing done on a school computer shall be considered private. School officials are authorized to access any student's material at any time;
- Students will only access the internet from a computer when a teacher is available to monitor the students' activities;
- The school has the right and ability to recall all sites accessed by the students;
- The school shall maintain site-blocking software to block and filter out inappropriate sites;
- No student shall:
  - Attempt to bypass any site-blocking hardware or software
  - Access anything contrary to the Statement of Faith, Mission, Vision, and/or Core Values of Northwest Christian Schools, (including but not limited to anything: sexually inappropriate or suggestive in nature, blatantly offensive, ungodly material, lewd or obscene language)
  - Send and/or receive messages to/from other internet sites without teacher supervision and/or authorization
  - Use another person's password
  - Trespass into another person's folders or files
  - Violate copyright laws
  - Buy or sell anything via the internet
  - Change any of the computers' set-ups or settings

### Chromebooks

The parent/guardian must complete a [Chromebook Request Form](#) (*Google form*) for each student who would like to check out a Chromebook. This form must be completed each year in order to check-out a Chromebook for the school year.

#### Care & Agreement

- Students are responsible for securing the Chromebook when not in use
- Chromebooks should not be loaned to or used by any other person, including family members, only the assigned student may use school issued Chromebook
- Do not remove the school label on the Chromebook
- Chromebooks & Charger must be returned by the end of the school year

- Chromebooks will be evaluated upon return, and fees will be assessed by NCHS if damages are found
- A power adapter will be issued per Chromebook; power cords must be returned to avoid a \$25 replacement fee
- A \$325 replacement fee will be charge for any Chromebook not returned in working order
- Fees will be charged directly to your FACTS account

## PERSONAL TECHNOLOGY

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Personal Technology includes **personal cell phones** and **other devices**

Students will face disciplinary action for texting, posting, sending, receiving, forwarding, or participating in any of the following areas ON OR OFF CAMPUS via a cell phone, computer, or any other electronic device. These areas are:

- Information containing blasphemy: Irreverence for God, Jesus Christ, and those things held to be holy by the Word of God, direct contradiction of Northwest Christian School of Lacey Statement of Faith, Mission, Vision, and/or Core Values
- Inappropriate language: obscenities, profanities, vulgarities, or lewd comments
- Harassing statements: personal attacks such as discriminatory, inflammatory, threatening, or disrespectful language; knowingly false or defamatory statements
- Sexually explicit or suggestive messages, photos, or images (sexting): sending, receiving, sharing, possessing, or intentionally viewing pictures, text messages, or e-mails that contain a sexual message or image.
  - Violation of this may result in expulsion
  - Appropriate local, state, and federal laws will be followed and law enforcement will be contacted if warranted
- Students must ask permission prior to recording video or audio of any conversations, instructions, or interactions on school campus between students or school employees. It is a criminal offense in WA to record without consent - RCW 9.73.030

**Note: Students must promptly report any such known activities to a teacher or a school administrator.**

### Cell Phone and User Agreement

Students will be allowed to use their cell phones during lunch and between classes. Phones must be silent and out of sight during instructional time (unless requested by the teacher).

Students are permitted to use their cell phones in an appropriate manner during lunch and between classes. Cell phones will be required to be silenced and placed in an area designated by the teacher at the beginning of each class.

#### Purpose:

Northwest Christian High School utilizes instructional technology as a means of moving toward our mission of teaching the skills, knowledge, and behaviors necessary for students to become responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. To be proactive in the effort toward understanding and keeping with today's growing social and interactive technology trends, it is our hope that these expectations will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices.

## Cyber Safety

We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right, but a privilege.

## Guidelines

Violating the established expectations will result in the following:

- Students who are in possession of cell phones must adhere to the Student/Parent Handbook, NCS Student Technology Policies, and all Board Policies.
- Students may not use their cell phone during instructional time. This includes office runners and/or students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as the time from the tardy bell to the dismissal bell.
- Students who need to leave early for appointments or illness must check out through the office. *Students cannot just call/text home and then leave school property.*
- Refer to student code of conduct for disciplinary actions taken towards electronics non-compliance.
- Students may not have cell phones or any other devices in the bathrooms.

## Guideline Infractions

The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:

- Students may not use cell phones to “bully” or post derogatory statements about students, faculty, or staff via text message or social media.
- Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.

## Students and Parent/Guardians Acknowledge That:

- The school’s network filters will NOT be applied to a device’s connection to the internet. Therefore, any student who accesses websites that are prohibited by the NCS Student Technology Policies or Student/Parent Handbook will be subject to discipline.
- Cell phones should be charged prior to school and run on battery power (or mobile battery pack) while at school.

## Students Are Prohibited From:

- Bringing a cell phone on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies.

## Lost, Stolen, or Damaged Devices

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Northwest Christian High School takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones.

## Usage Charges

NCHS is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

## Network Considerations

Users should strive to maintain appropriate bandwidth for school-related work and communications. NCHS does not guarantee connectivity or the quality of the connection with personal devices. NCHS is not responsible for maintaining or troubleshooting students' personal electronic devices.

***During the course of the school year, additional rules regarding the use of personal devices may be added or modified.***

## Electronic Media

NCS continues to explore the ways in which online communication and collaboration through electronic media can empower teachers, students, parents, and staff. NCS understands the importance of these interactions to provide updated communication and share campus highlights.

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

At Northwest Christian Schools of Lacey (NCS), teachers, students, staff, and other school community members use electronic media as a way to connect with others, share resources, create educational content, enhance the classroom experience, and network within and outside of the school community.

Below are guidelines for members of the school community (students, parents, faculty, administrators, and staff) who represent NCS in social media spaces and interact with one another.

- ***Use good judgment*** - Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information; in addition, avoid engaging in postings of an inappropriate nature (related to controversial issues or cyberbullying).
- ***Be respectful*** - Always treat others in a respectful, positive, and considerate manner and do not disparage the school or school community members through social media.
- ***Be confidential*** - Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private. Do not use social media to address any concerns or frustrations.
- ***Respect private and personal information*** - Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- ***Post images with care*** - Respect brand, trademark, copyright information and/or images of the school and do not post photos of students who are on the "Do Not Photo" list.