



Northwest Christian Academy
Technology Policy
2024-2025

SCHOOL TECHNOLOGY

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

PERSONAL TECHNOLOGY

Personal Technology (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 Schools 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 may result in expulsion. Appropriate local, state, and federal laws will be followed and law enforcement will be contacted if warranted.

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

Personal Electronic Items

Electronic items such as games, iPods, cameras etc. are not allowed at school. If your child needs to bring such an item for the purpose of using it after leaving campus, they may check the item in to the office for safekeeping until leaving at the end of the day. NCA is not responsible for such items being lost, damaged or stolen if the child does not follow the rules related to technology.

Violating these rules will result in the forfeiture of the electronic item to the office until a parent is able to pick it up.

Personal Cellular Device Usage

We encourage students to not bring cell phones and other such devices (smart watches capable of texting, calling, etc.) to campus. Our landlines at school are available for students to call parents if needed as well as for parents to call and leave messages for their child or to speak with their child if desired. If a student does bring a cell phone to campus, the following rules apply:

All students who bring a cellular device onto campus must hand it to the homeroom teacher upon entering the classroom. The teacher will keep the device in a safe place until the end of the school day at 3:00pm at which time the student will receive the device back from the teacher. During before and after school care these devices are **only allowed to be used with permission from a school staff member** (administrator, faculty, office staff, extended care, or coach) and are otherwise to be kept with the teacher, off and not used. On field trips, at the teacher's discretion, these devices will either be collected by the teacher at the beginning of the field trip, or students will be allowed to keep their devices in their pocket.

Violations could include but are not limited to:

- The parent being called to pick up the device from the school office
- The student not being allowed to have a cellular device on campus
- For continued violations, the student could receive a detention or suspension

Copies of these policies are available from the Northwest Christian Academy office and on our website at ncslacey.org. Please note that any updates or additions to the policies will be a sent home in the Friday folders, emailed and posted on our website.

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.