



Northwest Christian High School

Technology Policy 2025-26

TECHNOLOGY AT SCHOOL

Philosophy of Technology

NCHS utilizes instructional technology as a means of teaching the skills, knowledge, and behaviors necessary for students to become responsible citizens in a global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. To be proactive in keeping with today's growing 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. However, we desire students throughout the school day to also have long periods of real-life interaction with their teachers and peers throughout the learning process.

Computer Device Requirement

All students are required to bring a computer device and charger each day to school. Students are issued a school email, access to Google suite, and will daily use their computer devices to retrieve and submit assignments using Google Classroom.

Technology Guidelines

- 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, including, but not limited to VPN servers or extensions
 - 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, or digital profile
 - Violate copyright laws

- Buy or sell anything via the internet
- Change any of the computers' set-ups or settings

School-Issued Devices

The parent/guardian must complete a Chromebook Request Form (*Google form*) that will be posted on the website 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

Cell Phones, Smart Watches, and Earbuds

All students must turn in their cell phones and/or ear buds in a device cart that will be located in the hallway before class begins. Cell phones shall be silenced or turned off prior to being placed in the device cart. The device carts will be moved to the front office for safekeeping throughout the school day and will return to the hallway for students to retrieve when students are released at the end of the school day. Smartwatches are permitted but must be in airplane mode during class time. Teachers may ask students to remove smartwatches during testing. Northwest Christian High School may not be held liable for lost or damaged cell phones, smart watches, or earbuds.

Students are prohibited from:

- Using personal "hotspots" outside of the school's network
- 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.

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. Students must promptly report any inappropriate activities to a teacher or a school administrator, which include but are not limited to:

- 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
- Students who need to leave early for appointments or illness must check out through the office. *Students cannot call/text home and then leave school property.*
- Students may not have cell phones or any other devices in the bathrooms.

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.

School Internet

The school's internet filter is in compliance with the Children's Internet Protection Act (CIPA). The filter applies to any device that is connected to the school's wireless connection, whether it is a school-issued Chromebook or a personal laptop. However, the school has no way of filtering student's personal cell phone or devices that have internet or personal "hot spots" that are separate from the school's Wi-Fi.

Use of Artificial Intelligence (AI)

Artificial Intelligence (AI) provides innovative and powerful tools that can assist students in the learning process. Students shall follow these guidelines in order to use AI ethically and responsibly: (1) Students are encouraged to use AI to enhance learning, such as brainstorming ideas, checking spelling or grammar, using citation generators, quizzing oneself or clarifying concepts. (2) AI shall not be used to avoid or circumvent steps in the learning process. (3) When AI generated content is used in a research paper or assignment, proper acknowledgement of these tools must be given with correct citation.

In addition to the abovementioned guidelines, students and parents also acknowledge that teachers have the authority to decide whether AI may be used for research. Teachers use AI detection tools on student work whenever they deem appropriate. When a teacher suspects that a student has used AI in a way that is not ethical or responsible, the result is a zero. If a student disagrees with a teacher's determination that AI was used in an unethical or irresponsible way, the burden is on the student to show evidence of the writing and research process in a demonstrable way.

Lost, Stolen, or Damaged Devices

Students are responsible for their own devices and should use them responsibly and appropriately. While school staff will help students identify how to keep personal devices secure, the school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

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.

Electronic Media

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.