

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 \$350 replacement fee will be charged for any Chromebook not returned in working order
- Fees will be charged directly to your FACTS account

Cell Phones, Smart Watches, and Earbuds - Daily Procedures

The purpose of these guidelines is to foster a learning environment where students are fully engaged, free from unnecessary distractions, and able to build healthy habits of self-discipline, personal responsibility, and respectful interactions with others.

To promote a focused learning environment, all students must place their **cell phones and earbuds** in the designated device carts located in the hallway before the first class of the day. Cell phones must be silenced or turned off before being placed in the cart. **Smart watches** may be worn but must remain in airplane mode during class time. Teachers may require students to remove smart watches during any assessments.

Students who choose to bring cell phones, smart watches, or earbuds to school do so at their own risk. Northwest Christian High School is not responsible for lost, stolen, or damaged personal electronic devices.

At the beginning of each school year, parents/guardians will indicate whether their student will bring a cell phone to school or keep it at home. If a parent indicates that a student will bring a phone to school, the phone must be placed in the device cart each day. If the student forgets the phone at home, it is the student's responsibility to notify the school office before the start of the school day. Failure to do so will be considered a violation of the cell phone procedure.

Cell Phone Procedure - Enforcement

First Violation

- Student is sent to the office to place the phone in the device cart.
- A Discipline Form is completed and documented as a warning.

Second Violation

- Student is sent to the office to place the phone in the device cart.
- A Discipline Form is completed and submitted to the office.
- Parent/guardian is notified.
- An after-school detention is assigned.
- Parent/guardian must pick up the cell phone from the school office.

Third Violation

- Student is sent to the office to place the phone in the device cart.
- A Discipline Form is completed and submitted to the office.
- Parent/guardian must pick up the cell phone from the school office.
- A third violation demonstrates an ongoing unwillingness to comply with school expectations and will result in additional intervention, which may include another detention, a Behavior Contract, a parent-school conference, and/or other progressive disciplinary action.

Additional Cell Phone Concerns

Students may 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 suspension or 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 – See 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.

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.