

## **El Sobrante Christian School Acceptable Use Policy for Technology (AUP)**

El Sobrante Christian School equips its classrooms and libraries with computer systems, a shared set of ipads (elementary campus) and maintains an Instructional Computer Lab for use by classes whose curriculum is enhanced and supported by use of computer equipment. This equipment is connected together in a network and linked to the internet. Use of this equipment is a privilege that carries with it specific responsibilities. These responsibilities have been outlined below and on the pages which follow

This Acceptable Use Policy for Technology will be applicable to all technology use at El Sobrante Christian Schools – Kindergarten through 12<sup>th</sup> grade. Acceptable use means that the user agrees to use the computers, ipads and special learning tools and programs, including the internet, with respect. Acceptable use means the user promises to follow the school rules for the use of technology while on, and in many cases, off campus. The use of electronic resources is designed to support the education a student receives at El Sobrante Christian School. If rules are broken, the user may lose his/her privilege to utilize school technology equipment and the internet.

The following pages outline the “Guidelines for Acceptable Use.” Please read through this document and discuss it with your student. Then, please sign the Agreement/Permission form which will be kept on file for the duration of your student(s) enrollment at El Sobrante Christian School.

Regards,

Jeanine Manguiat, M.Ed.  
ESCS Elementary Principal

## **Guidelines to Acceptable Use for Technology at ESCS**

*(Please note: "device" = hardware, peripherals, computers and/or iPads)*

### **Be Responsible:**

- I will follow all the rules for proper use of the El Sobrante Christian School technology equipment which includes having clean hands and not eating or drinking while using any of the devices.
- I will not change any setting on any school device without permission.
- I will not download or install anything onto any El Sobrante Christian School device without permission from a teacher or school administrator.
- I will only use the El Sobrante Christian School devices, internet access and network for grade appropriate school-related work and only with the permission and supervision of an adult.
- I will use my time on the devices at El Sobrante Christian School efficiently. I know that my time and that of others is valuable and I will not waste it.
- I will be a good steward of El Sobrante Christian School's resources. I will not waste supplies such as paper and ink. I will make print-outs only when my teacher gives me permission.
- I will never intentionally hack in, harm, or destroy the school devices or network equipment.
- I will not access or send links to any material online that is obscene or is for adults only. I will not visit sites or send links to sites that encourage illegal activity, gambling, or the use of alcohol, tobacco and drugs

### **Be Safe:**

- I will not subscribe to or sign up for a website, online communication or game while I am at school, unless it will be used as a teacher- directed activity for school- related work.
- I will not give out personal identifying information to anyone I meet while I am online *at school or at home* unless I first check with my parent or teacher. Personal identifying information includes my name, age, address, telephone number, my picture,

and my school name, or the same kind of details for my family members. It also includes their credit card numbers.

- I will not share any personal identifying information about my friends without their permission *and* the permission of their parents.
- If I must use a password for a school-related online activity, I will keep it private. I will not share it with anyone other than my parents, teacher, and/or school administrators.
- I will not visit any website or create any file that is inappropriate for our school community.
- I will stop using the device and tell a supervising adult if I find *anything* online that makes me feel uncomfortable, scared or confused.

### **Be Fair:**

- I will not take the ideas, writings, or creative work of other people (including digital images, movies and songs) that I find online and present them as if they were my own ideas, writings and creative work. If I must use this material in print or multimedia presentations, I will always give credit to its creator in the form of appropriate bibliographic citations.
- I will observe software copyright laws. I will not bring software from home to copy on a school computer, nor will I copy school software for personal use.
- I understand that making and sharing copies of copyrighted software, music and movies, without the permission of its creator is considered “piracy” and is unethical and illegal.

### **Be Polite:**

- I will never knowingly create, send *or access* any form of communication on any device that uses words, pictures, or videos to harass, humiliate, emotionally hurt, or bully another person. And, I will never encourage anyone else to access, create or send these kinds of words or images, even if it is meant as a “joke.” *I know this form of communication is **cyber bullying** and is not tolerated and should be reported to an adult who can help.*
- I will always use appropriate language when writing or communicating on any device at El Sobrante Christian School.

- I will not use someone else’s username or password to access an account or file that is not mine.
- I will respect the privacy of other people at El Sobrante Christian School and will not try to open, change, or remove anyone else’s files or work.

**Be on Task:**

- I will only use the El Sobrante Christian School devices, internet access, and network for school -related work or teacher assigned activities.
- I will not use the devices at El Sobrante Christian School to communicate with the “outside world” *except for teacher-directed activities.*
- I will not use the devices at El Sobrante Christian School for solicitations, product advertisement and commercial activities, or political lobbying.
- **While I am on school property, except under my teacher’s direction, and only for a school- related activity, I may not use *any* computer, ipad or text messaging device, including my own (high school level) to:**

Read or send email, text messages

Visit and use any social networking sites

Use instant message/chat communication

Write or post to blogs or wiki’s

Access videos on sites such as YouTube

Access music files on any site

Play online games

*(The above list is not considered full and complete and is subject to change at any time.)*

It is the goal of this Acceptable Use Policy for Technology to provide guidelines in the use of technology to ensure a safe, productive learning environment at El Sobrante Christian Schools. This AUP applies to all computers, iPad, and network equipment and their users at ESCS, and is supported by the faculty, staff, administrators, libraries, and the computer labs.

Students are encouraged to seek help for themselves or their fellow classmates by reporting any incidences of cyber bullying, online humiliation or harassment to a responsible adult. ***Any communication by electronic***

***device which originates outside of school, but which adversely affects students, staff members or the atmosphere in school will have consequences which are reasonable and/or spelled out in the student handbooks.*** Any situation which is not addressed in these handbooks will be dealt with by the administration in a reasonable and timely fashion.

Because school files and programs *may not* be password protected, there will be no expectation of privacy when using the technology equipment provided by El Sobrante Christian School. Files saved on the school network or any school-owned device can be accessed at any time by an ESCS teacher, administrator, or the IT department. Internet browsing history can be checked at any time. Inappropriate use of technology equipment at El Sobrante Christian School will have reasonable consequences which might include a probationary period of technology use for the student and/or suspension of technology privileges while on school property.

***Students using school owned technology equipment will be responsible for damages incurred from misuse.*** Possible consequences could include paying for labor and repairs, paying for replacement of the damaged equipment, and/or loss of technology privileges at El Sobrante Christian School.

### **Electronic Devices**

Students at the high school level are allowed the responsible use of electronics, including cell phones, iPads/tablets, and laptop computers during break, lunch, and in class with teacher's permission **ONLY**. Ear buds may be worn outside during break and lunch, but are **NOT** allowed to be worn inside the classrooms, hallways or building; **NO EXCEPTIONS.**

### **Parents please note:**

El Sobrante Christian School requires your signature on the Acceptable Use Policy for Technology (AUP) "Agreement and Permissions Form." Your signature indicates your agreement to and support of the school AUP and gives permission for your student to use the internet in the manner as outlined in this AUP document. *This Agreement/Permissions form will remain in effect while your student is enrolled at El Sobrante Christian School.* Your student will not be allowed access to the school's computers, iPad or internet connections, nor be able to use a personal laptop (*high school only*) without this form on file.

***(Please sign and return the following page only)***

## **Acceptable Use Policy for Technology (AUP) Agreement and Permissions Form**

I have read and understand the El Sobrante Christian School Acceptable Use Policy for Technology for students at El Sobrante Christian Schools. I understand that this policy covers *all* technology at ESCS including the use the internet and the school server, peripherals, as well as other school hardware (ipads and pc's) and software. I understand that my student and his/her teachers will use the internet while at school for curriculum, school related research, classroom projects and enrichment activities. I understand that inappropriate use of technology will result in consequences as outlined in the Student and Parent Handbooks, or set forth in the El Sobrante Christian School Acceptable Use Policy for Technology document. I understand that if my child causes damage to any device, I may be billed for replacement. My signature below indicates that I agree to support the El Sobrante Christian School Acceptable Use Policy for Technology, and understand the consequences which will be applied for any violation of acceptable use of technology while attending El Sobrante Christian School.

I understand that my signature below, and the permissions it allows *will remain in effect while my student is enrolled at El Sobrante Christian School*. I understand that if I wish to revoke this permission at any time, I must notify the school principal via email or letter. I understand that the school principal may ask for a conference regarding my concerns.

### **Please Print:**

Date \_\_\_\_\_

Name of student(s) \_\_\_\_\_

Grade Level(s) as of September 2016: \_\_\_\_\_

Parent Signature \_\_\_\_\_