TECHNOLOGY POLICY

Lakeside Christian School's Internet access and any technology used on campus are for educational purposes only, including online classwork (Moodle, Ascend, Mindplay, SPC, FLVS, etc.), classroom activities and research. No other material may be accessed without express permission from LCS Administration.

INTERNET USAGE

The use of the Internet at Lakeside Christian School is first and foremost a privilege, not a right. All usage of the Internet must be done according to Lakeside Christian School policies. Only the Internet provided by Lakeside Christian School may be used. Personal Internet connections, whether by 4G hotspots, cell phones, or any piece of technology used to access the Internet other than through LCS are not permitted to be used on LCS property. Violations of the LCS Internet usage policy may result in disciplinary actions, which may include suspension of Internet privileges, suspension from school, or expulsion. <u>The Administration of Lakeside Christian School will determine this.</u>

Lakeside Christian School utilizes the TRUST policy with Internet usage.

- **T**<u>hink about privacy before posting</u>. We are living in an age where use of the Internet, Social media, E-mail, and other online uses come together to form what is known as a "digital footprint."

    > *A digital footprint is the data that is left behind by users on digital services. [1] There are two main classifications for digital footprints: passive and active. A passive digital footprint is created when data is collected without the owner knowing, whereas active digital footprints are created when personal data is released deliberately by a user for the purpose of sharing information about oneself by means of websites or social media. [1]*
    >
    > (*http://en.wikipedia.org/wiki/Digital_footprint)*

    Before posting anything online, remember that once it is on the Internet, it can never be removed. Information is stored forever. As a citizen of the Digital Age, students need to be responsible when posting information; they must be mindful of what they post and NEVER give out any information they do not want the world to read. In addition, things posted in Moodle are NOT private and can be accessed by the administration of Lakeside Christian School, even if deleted. Expect NO privacy while using the Internet at Lakeside Christian School.

- **R**<u>ecognize others' work and ideas.</u> If the words or ideas used are not your own, cite them. Lakeside Christian School has strict guidelines for plagiarism. Remember, plagiarizing is stealing: "*You shall not steal" (Exodus 20:15).* If you have questions about this policy please refer back to the Student Handbook or ask a member of the faculty or administration.

- **U**<u>nleash learning with technology.</u> The Internet as well as technology are for educational purposes only. Educational purposes are defined as Moodle, SPC, FLVS, Ascend, Mindplay or research for other classes. This applies to both school-owned computers (PC or Chromebook) or student-owned technology. Programs that

use the Internet as well as websites are monitored by Lakeside Christian School. Content other than what is needed to complete an assignment is strictly forbidden (This includes but is not limited to: online games, messaging apps, online music, personal E-mails, online videos, etc.). We must keep our bandwidth usages to school-related activities. Although Lakeside Christian School uses filtered Internet, it is impossible to block everything, as new sites are added every day. While Lakeside does everything possible to prevent students from accessing inappropriate material, Lakeside Christian School cannot be held responsible if a site is not blocked. If an inappropriate site is accessed, the student should: 1) shut off the monitor immediately. 2) Avoid drawing other students' attention to the problem. 3) Notify a faculty member or the administrator so the problem can be fixed.

- **S**tand up to inappropriate use. If a student sees anyone misusing technology, they should speak up. It is everyone's responsibility to ensure that Lakeside Christian School is a safe learning environment. Please report violations to an LCS faculty member as soon as possible.

- **T**reat myself and others with kindness. The Bible teaches that when God created mankind, he created them in his own image (*Genesis 1:27)*. Because of this biblical truth, no person should ever disparage another individual, including themselves. To do so would be to disparage God himself. No person should ever be made to feel opposite of the fact that they are *"Fearfully and wonderfully made" (Psalm 139:14)* by their Creator. All communication with other students will be kind: *"Let your speech always be with grace, as though seasoned with salt, so that you will know how you should respond to each person" (Colossians 4:6)*. Lakeside Christian School does not tolerate bullying of any kind. It is not just a violation of the Student Code of Conduct, but in some cases, law enforcement can be involved. Please note that Lakeside Christian School will cooperate 100% with law enforcement agencies in this matter.

Lakeside Christian School owns a number of devices for students to use while on campus. Students are scheduled to come through any one of the 3 computer labs in order to complete work for courses (Ascend, MindPlay, FLVS, SPC, and Moodle). Students may use lab computers to complete work in accordance with the TRUST system listed above. While in one of the 3 labs, students may not use their own technology.

BYOT

DEFINITION OF TECHNOLOGY

Lakeside Christian School has adopted a Bring-Your-Own-Technology (BYOT) Policy. For the purpose of this policy, "Technology" is defined as any laptop, Chromebook, or tablet used by a student on LCS campus. Students will be allowed to use one of these devices. Cell phones, wearable devices, PDAs, handheld gaming devices, image/sound capturing/recording devices, any other piece of technology that can be used for word processing, accessing the Internet, or can be used to transmit/receive/store information, or existing or emerging mobile communication devices other than what is listed here, are strictly forbidden from use. In addition, LCS recommends that students use laptops or Chromebooks instead of a tablet. Tablets do not have access to the same tools or offer the same overall experience of a traditional laptop or Chromebook. If one chooses to use a

tablet, no accommodations will be made if the tablet either cannot display information/assignments correctly or if students find it more difficult to complete certain tasks due to the limitations of the tablets.

LCS also requires any Windows-based laptops to run at least Windows 7. This is mandatory. Any earlier operating system (XP, ME, 2000, 98, 95, v3.1, etc.) will not be allowed onto the network. This is primary due to Microsoft's choice to discontinue support for previous operating systems.

It is the responsibility of the individual owner to make their device secure. LCS is not liable for stolen or damaged devices. LCS will handle damaged or stolen devices the same way it handles the theft or damages of other personal belongings: through the administration. LCS recommends protective cases for all technology. Skins or decals are also recommend to help identify one device from another. Skins or decals are subject LCS rules regarding profanity, profane imagery, or suggestive text or images.

BYOT STUDENT AGREEMENT

Just as with the Internet, the use of technology is not a right, but a privilege. A student does not have a right to use their technologies on campus. If the BYOT policy is abused, that privilege can be taken away. If the BYOT policy and Internet usage policy are respected, students will enjoy the benefit of an enhanced learning environment.

Students and parents/guardians must be aware that adherence to the BYOT policy and Internet Usage Policy is mandatory.

- Student takes full responsibility for their technology and keeps it either with him or her or in their locker. LCS is not responsible for the security of technology.
- Technology must be in silent mode while on campus. Classroom disruptions will be treated as a violation of the electronic policy.
- Student may not use their device for cheating or plagiarizing on any assignment. For further details, refer to the Student Code of Conduct.
- Student may not record, transmit, or post photos or videos of any person or persons on campus.
- Student may only use their device for educational purposes as defined in the opening paragraph of the Technology Policy. Games are never permitted.
- Student is required to shut down technology upon the request of any staff member. Student must comply with the first request. Failure to do so will result in disciplinary actions as outlined by the Student Code of Conduct.
- Student will make no effort or attempt to circumnavigate the Internet filters.
- Student must understand that purposely bringing on campus or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provided access to unauthorized data or information is not just a violation of the BYOT, Student Code of Conduct, and Internet Usage policy, but in some cases

may be illegal. To do so will result in disciplinary actions up to and including permanent ban of using one's device, or expulsion. LCS will cooperate 100% with law enforcement agencies.

- Student may not have, process, or access information related to "hacking," altering, or bypassing network security on campus. To do so will result in disciplinary actions up to and including permanent ban of using one's device, or expulsion. LCS will cooperate 100% with law enforcement agencies.
- LCS has the right to collect and examine any device that is suspected of causing problems or was known to be the source of an attack or virus infection. Failure to turn over the device will result in immediate permanent ban from bringing technology on campus, revocation of Internet privileges on campus, as well as any other disciplinary actions, up to and including expulsion, as the administration deems necessary.
- Students must understand that printing from any device, school owned or personal, will not be allowed. Work for classes will primarily be done online. It is the student's responsibility to print any paper.
- All technology must be charged before bringing it to school. It must run off its own power while at school. LCS will not charge any device.

I understand and will abide by the above policy and guidelines. I also understand that violation of these policies is unethical and would be sin, as the Bible calls all people to obey the authorities placed over them. Violation may result in permanent loss of technology and Internet privileges as well as other disciplinary actions up to and including expulsion-- even on a first time offense.

Student Signature: _____   Date: _____

Parent/guardian Signature: _____   Date: _____