

## **Student Responsible Use of Technology Agreement**

### **First Assembly Christian School**

**Overview.** FACS makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming FACS, and its employees. FACS firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh the disadvantages. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating FACS students and setting standards which will serve to protect FACS and its students.

**Mandatory Review by Parent/Guardian and Student.** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines each school year. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of FACS's Student Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual registration process. Signing and submitting our school contract also verifies that both the parent and the student have read and understand FACS's Responsible Use Agreement.

**Definition of FACS Technology System.** FACS's computer systems and networks are any configuration of hardware and software. The system includes, but is not limited, to the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files; internally or externally accessed databases, applications, or tools (Internet or FACS-server based); FACS-provided Internet access including guest Wi-Fi; and new technologies as they become available.

**Student Use Expectations.** The school's information technology resources are provided for educational and instructional purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher, supervisor, or administrator to help decide if a use is appropriate. You must do all of the following to keep your school technology privileges:

Respect and protect your own and the privacy of others by:

1. Using only accounts assigned to you.
2. Only viewing or using passwords, data, drives, or networks to which you are authorized.
3. Never distributing private information about yourself or others.

Respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all FACS Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, equipment, networks, or other resources that do not belong to you, without clear permission of the owner, (not hacking, uploading, downloading or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services).
4. Sharing technology resources with other users by not deliberately causing network congestion or consuming excessive electronic storage.
5. Immediately notifying a staff member or administrator of computer or network malfunctions.

Respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
2. Citing sources when using others' work (not plagiarizing).

Respect your community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.

3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, , discriminatory, harassing, intimidating or bullying).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's standards for student behavior, such as cheating.
6. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
7. Participating positively in all digital learning environments and refraining from behaviors that negatively impact your peers or staff members.

**Consequences for Violation.** Violations may result in the loss of your privileges to use the school or FACS's information technology resources. Violations may also result in disciplinary action, imposed in accordance with FACS's Standards for Student Behavior up to and including suspension or expulsion depending on the degree and severity of the violation. Violations could also result in criminal prosecution by government authorities.

**Student Access to Computer/Network/Internet.** Computer/Network/Internet access is provided to all students for educational and instructional purposes. Each FACS computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). FACS makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

**Digital Learning Environments.** Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other FACS-provided digital tools. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for use of educational software tools and applications. Parents wishing to deny access to these curricular resources must do so in writing to the principal indicating their child should be denied access to these tools.

**Supervision and Monitoring.** The use of FACS owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with FACS policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. In other words, students must understand that computer files and electronic communications are not private and may be accessed by FACS for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. FACS reserves the right to determine which uses constitute acceptable use and to limit access to such uses. FACS also reserves the right to limit the time of access and priorities among competing acceptable uses.

**Disclaimer of Liability.** FACS makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of FACS's network are to be borne by the user. FACS also denies any responsibility for the accuracy or quality of the information obtained through user access. FACS denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of FACS, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for FACS to guarantee confidentiality of email sent and received over any computer network.

This Student Responsible Use of Technology Agreement is consistent with FACS's Board Policy.

By signing the FACS Contract, a parent verifies to have read, understood, shared with his/her student and to have acknowledged receipt of this Responsible Use Agreement.

## FACS Bring Your Own Device (BYOD) Responsible Use Agreement

### Introduction and Purpose

FACS recognizes that our information-based world is becoming increasingly complex and students who are skilled in creativity, critical thinking, communication, and collaboration are better prepared for college and careers. FACS currently provides its students with a variety of communications and information technologies that are appropriate and relevant to support instructional purposes. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. In an effort to bring more technology tools into our classroom and to leverage student-owned technology, FACS will allow personal technology devices to be brought onto campuses and onto our guest wireless network, subject to the rules, procedures, and limitations set forth below and in any laws, rules, policies, regulations, or agreements referenced or incorporated herein. The purpose of this Bring Your Own Device (BYOD) Responsible Use Agreement (Agreement) is to allow for student possession and educational use of personal electronic devices while ensuring appropriate behavior and protecting the security and integrity of FACS's data and technology infrastructure. Therefore, student access to FACS's network via personally-owned devices is a privilege, and students must abide by this Agreement, the Student Responsible Use of Technology Agreement, the Standards for Student Behavior, and all policies and regulations related to student conduct and use of technology. The use of personal technology devices by students is optional. The use of personal technology devices will not be used as a factor in grading or assessing student work. However, if an assignment requires the use of a personal technology device, students who do not have access to the necessary personal technology device will be provided with the temporary use of comparable FACS-owned equipment. When this is not possible, students will be given similar or equivalent assignments that do not require access to personal technology devices.

### Definition of Personal Technology Device

A Personal Technology Device (PTD) is any privately-owned technological device that includes, but is not limited to: laptops, netbooks, tablets, e-readers, iPads, iPods, cell phones, smart phones, personal digital assistants (PDAs), or any other current or emerging devices that can be used for word processing, Internet access, recording of images and/or sound, email, messaging, apps, etc.

### Responsibility, Security and Damages

Responsibility to keep the PTD secure rests with the individual owner. FACS is not liable for any PTD that is lost, stolen, damaged, or infected by malware on campus, at school functions, or coming to and from school. If a PTD is lost, stolen, or damaged, the matter will be handled through the administrative office in the same manner as other personal belongings. FACS is not liable for any charges or fees incurred by students from their cellular service provider if they fail to use FACS's wireless network while working on school-related projects or activities under the direction of FACS staff.

It is a privilege, rather than a right, for a student to bring personal technology devices to school. When all relevant policies are followed, our learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur. By electronically signing and/or physically signing the either FACS Contract Page included in the Online Enrollment/Re-Enrollment process, students and their parents/guardians acknowledge that they agree to the rules, criteria, and/or requirements contained herein when using a personal technology device at school. They further understand that if the law or FACS policy is violated, the device may be searched by authorized personnel and/or law enforcement and may result in the loss of BYOD privileges in FACS as well as any and all applicable disciplinary action.

1. Students bringing PTDs to school must follow: all applicable Tennessee laws and FACS Policies, FACS Standards for Student Behavior, the Student Responsible Use of Technology Agreement, and the criteria set forth in this Agreement. In addition, students will be expected to comply with all applicable teacher, class, and school rules, policies and procedures while using personal technology devices.
2. PTDs are only to be used for educational purposes at the direction of a classroom teacher.

3. Any FACS staff member has the right to prohibit use of devices at any time, inside and outside of the classroom. Students must comply with all staff requests regarding technology, such as shutting down, closing screen, storing, etc.
4. Internet access is filtered by FACS on personal technology devices in the same manner as FACS-owned equipment. If Internet access is needed, connection to the filtered, guest wireless network provided by FACS is required and students must not bypass or attempt to bypass it. Devices may not be plugged into the wired network.
5. FACS shall not be liable for any loss or damages resulting from the loss of data as a result of delays, non-deliveries, or service interruptions sustained or incurred in connection with the use, operation, or inability to use FACS's system.
6. If a student uses a personal data plan instead of the provided Internet connection, FACS will not be responsible for data or messaging charges. In addition, FACS shall not be responsible for any data or messaging charges incurred by students when completing school assignments on PTDs while off FACS property.
7. Each student is responsible for his/her own device including set-up, maintenance, charging, and security; FACS staff will not diagnose, repair, or work on a student's PTD.
8. Technology devices have educational and monetary value. Students are prohibited from trading, buying, or selling these items on FACS property.
9. Students will not monopolize or disrupt the resources of the FACS network including, but not limited to: online gaming or video not associated with directed instructional activities; using a computer to host games, videos, files, etc. accessed from the network; setting up hotspots; network use intended to deny service to a computer, service, or network; or attempts to gain unauthorized access to network service and management devices.
10. PTDs should be charged prior to school and run on battery power while at school. Students should not have the expectation that FACS will provide access to charging stations/facilities or storage of personal devices while on campus.
11. Site staff will determine and administer consequences for PTD misuse according to the Guidelines for Responsive Discipline for elementary and secondary schools.
12. Students shall not have access to FACS printers from their PTDs and shall not print anything from their PTD unless specifically authorized by their teacher as part of an instructional activity.

#### Additional Parameters for Bringing Personal Devices to School:

##### No Expectation of Privacy

- FACS may monitor and review files and communications, without notice to the student, to maintain system integrity and ensure that users are using the system responsibly. FACS's system and network are not private means of communication or data gathering, students do not have an expectation of privacy in anything they create, store, delete, send or receive on FACS systems and/or network.
- FACS may collect and examine any PTD on campus that it has reasonable suspicion to believe has been used to commit or facilitate conduct that violates the law, FACS policies, rules, regulations, or student conduct guidelines, including but not limited to, cyberbullying, hacking, or cracking.
- FACS may collect and examine any PTD on campus that it has reasonable suspicion to believe is the source of a computer virus or other malware infection or of hacking attacks.

##### Cyber Ethics

- Students shall not view, create, publish, submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. Students must report any instances of the above they encounter while using a PTD at school or on the school's network.
- Students shall not harass or bully another person. Cyberbullying is prohibited by state law and FACS policy.
- Students shall not use devices to record, transmit, or post photographic images, sound, or video of a person or persons on campus during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.

- Students shall not use devices to engage in any illegal activity, including but not limited to: peer to peer file sharing, hacking, or cracking FACS's or another network.
- FACS cannot guarantee that its filters will prevent the viewing of all objectionable materials. Students who inadvertently access such objectionable material must inform a responsible adult of the offending website so that FACS may take measures to prevent future access to such sites.

By signing the FACS Contract, a parent verifies to have read, understood, shared with his/her student and to have acknowledged receipt of this BYOD Responsible Use Agreement.