DC *Delaware County Christian School*
Technology Services Acceptable Use Policy
Early Childhood Center/Lower School Version

Technologies Covered

Technology Services refers to, but is not limited to, any school owned technology device such as computers, smartboards, projectors, media playback devices; DC's network and Internet access, school-issued Google Workspace for Education accounts and web 2.0 applications.

Acceptable Use

Delaware County Christian School believes that the use of its Technology Services, if used appropriately, is an integral part of an engaging and collaborative learning environment. **It is understood that all of our Technology Services are provided exclusively for educational purposes related to Delaware County Christian School.**

Security/Safety

DC filters all Internet traffic for the purpose of safeguarding staff and students from harmful content. DC also provides supervision and education related to appropriate online behavior and use of Technology Services. However, despite the best efforts of the school, inappropriate materials could be encountered during students' educational research. If such inappropriate material is inadvertently encountered, students should report it to their teacher and then immediately disengage from it.

All student access to the Internet at school will be done under supervision by DC faculty or staff.

DC encourages parents/guardians to supervise their child(ren) when using technologies from home.

Privacy

DC reserves the right to record and monitor all activity conducted on any school Technology Services. Absolutely no level of privacy related to actions that are executed using school Technology Services should be assumed by any users.

Age Appropriate Use

Internet access is granted to students on an age appropriate manner. All access is supervised. Students in younger grades are directed to specific sites, while upper elementary students are taught research skills using appropriate research methods.

Conduct/Behavior

Students must comply with all school policies, rules and expectations concerning student conduct and communications when using DC Technology Services, whether on or off school property.

Students also must comply with all specific instructions from school staff and volunteers when using Technology Services.

Students must:

1. Respect and protect their own privacy and the privacy of others.
   a. Use only assigned accounts.
   b. Keep personal information such as: name, address, phone number, etc., offline.
   c. Keep passwords secret.
   d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability and security of all electronic resources.
   a. Observe all network security practices.
   b. Conserve, protect and share these resources with other students and Internet users.
   c. DC is not responsible for damages, loss, theft or any cost incurred to personal digital technologies or electronic communication devices.
   d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
   a. Cite all sources appropriately.
   b. Follow all copyright laws.
   c. Use electronic communication devices appropriately to insure academic integrity.
4. Respect and practice the principles of Christian community.
   a. Communicate only in ways that are God honoring: kind, responsible, respectful and lawful.
   b. Use electronic communication devices for schoolwork only.
   d. Report threatening or offensive materials to a teacher or administrator.

Prohibited Use/Improper Use
- Students may not allow another person to use their account.
- Students may not modify or destroy the work of another student.
- Students may not install or create "viruses."
- Students may not abuse the computing resources themselves, such as wasting printer paper and cartridges or intentionally causing the network to slow down. Students may

not perform any other action with the computer that can cause damage or excessive wear and tear to the computer hardware, software, network, printers and other computer-related equipment.

- Users will not attempt to circumvent network security or Internet filter security, guess passwords or in any way gain unauthorized access to the school's network.
- Users will not consume excessive Internet access bandwidth via sources that are not related to schoolwork (i.e. non-educational videos, games, etc.).
- Communications with other people must be courteous, respectful and considerate, whether the communication is electronic or in person. Computing resources may not be used to create any materials that are unkind or abusive in nature.
- Technology Services may not be used for personal financial gain.
- Users are not to infringe any copyrights, plagiarize material or conduct any illegal activity via school technology resources.

Violations

Use of the Delaware County Christian School Technology Services is a privilege, not a right. This policy for Technology Services is in accord with the discipline policy that is published in the Student-Parent Handbook. Violations of the Technology Services Acceptable Use Policy will be considered as "more serious" infractions of the discipline policy and will be handled accordingly up to and including expulsion. If a student violates the guidelines in this policy and agreement, rights and privileges to use any or all of Delaware County Christian School's Technology Services may be revoked.

Personally-Owned Devices

Although personally-owned devices are not encouraged, individual teachers have discretion to allow and regulate these devices in their own classroom. DC does not grant Internet access to personally-owned devices.

Disclaimer

DC strives to provide a network that is reliable, well maintained and constructed with standard precautions against power failures, computer viruses and security breaches. The network is being developed to support the school's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. Delaware County Christian School cannot and does not guarantee that the service will be error free and without defect. Furthermore, DC cannot guarantee the accuracy or quality of information obtained through the Internet or stored on the system. The school cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the DC system. The school is not responsible for lost data, interruption of services, financial obligation incurred through the unauthorized use of the system or other damage the user suffers. Network usage

and storage areas will be monitored by the Network Administrator to maintain integrity system-wide and to insure that students are using the system responsibly. The school reserves the right to modify or alter these rules, after reasonable notice, when the administration and/or school board determine such changes are necessary or in the best interest of the school and/or student body.

Google Workspace for Education
Students in grades K-5 are given a school issued Google Account with our Google Workspace for Education program. These students will have access to the core suite of Google Apps which includes Calendar, Classroom, Contacts, Drive & Docs, Sites, but excludes Gmail. Students in the upper elementary grades may be extended Gmail use as requested by individual teachers. Gmail functionality would be limited to the sending and receiving of email only within the dccs.org domain.

Google Workspace for Education is a special setup of the popular Google Apps, tailored specifically for education institutions. Accounts are managed by the school and all advertisements are turned off. This service is available through an agreement with Google and Delaware County Christian School. Google Workspace for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Each K-5th grade student will be issued a dccs.org username which will serve as their login to Google Workspace for Education.

The Google agreement with DC provides access to Google applications and storage. While Google hosts these services off-site, DC maintains the ability to manage users, groups and settings, much like other locally hosted systems. Students have no expectation of privacy in their use as school administrators have the right and ability to monitor user accounts for policy and security enforcement. This means that DC can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

Children's Online Privacy Protection Act (COPPA)
In order to meet its educational goals, Delaware County Christian School may utilize third party websites and online services, such as Google Apps, Nearpod, EdPuzzle, Overdrive, etc. for its students. Such services are used to assist with education specific needs both inside and outside of the classroom. Many of these services have education specific versions that enable teacher control/monitoring. The school, when possible and appropriate, will utilize the education specific versions and also restrict the use of the services and access to posted material to the classroom which your student is involved in.

Under COPPA, verifiable parental consent is required for students under the age of thirteen (13) if accounts containing personal information are created for them on third party websites or online services.

At most, DC enters only the following information about students when creating accounts in

these services:

- First Name
- Last Name
- Student ID
- Username

DC utilizes this information, as opposed to randomly generated usernames, etc, to provide consistency for students and to leverage educational services. By doing this students can use the same username and password for ALL school technology resources and services regardless of whether they are local or hosted offsite. In some cases less information is entered, dependent on the need.

In order to ensure we meet the requirement of COPPA DC requires verifiable parental consent to create accounts for all Lower School students.

To learn more about COPPA visit https://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online.

Parents must agree to the terms and conditions in this document, to permit their child to use DC technology services and any online services deemed appropriate by the school by electronically signing the *DC Parent Technology Form*.