

# DELAWARE COUNTY CHRISTIAN SCHOOL

## **1:1 Device**

### **Policies and Procedures**



**Lower School**

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## **Introduction**

The mission of DC is to educate students who will serve God and impact the world through biblical thought and action. In order to equip our students to impact a world steeped in technology, DC has adopted the 1:1 initiative. Through this initiative, DC will engage with the ever-changing landscape of 21<sup>st</sup> Century education while holding fast to the changeless truth of Scripture.

We are committed to preparing students to be effective users and communicators of information, as well as literate, responsible citizens in a global economy. We view technology as a pedagogical tool that should not only help achieve those ends, but also increase collaboration, strengthen community and improve critical thinking. Understanding and adhering to the following policy and procedures is necessary for the success of the initiative.

## **Terms of Loan**

Devices are property of Delaware County Christian School. DC will issue a device to each lower school student in grades 3-5. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following:

- Completion of Student Orientation Training Session (held during the school day)
- Submission of signed Student/Parent Device Agreement
- Submission of signed ECC/LS Parent AUP (Acceptable Use Policy) Agreement Form (submitted in FACTS)

Students may be subject to loss of privilege, disciplinary action, legal action, and/or financial responsibility for the device in the event of damage and/or violation of policies and guidelines as outlined in the Student/Parent Device Agreement as well as the DC Student/Parent Handbook.

A student's possession of the device terminates during the final week of school when devices and chargers must be returned, unless there is a reason for earlier termination determined by the division head. In the case where a returned device or charger is returned damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the family will be charged a fee for needed repairs, not to exceed the replacement cost of the device. DC will make the final determination of any fees assessed.

## **Expectations for Student Use of the Device**

1. Student devices will be labeled with a DC logo and the student's name. Students must write their name on their charger.
2. Other than their name, devices, labels and chargers must remain free of any writing, drawing, stickers or labels that are not approved by DC.
3. Devices have a unique identification number and at no time should the numbers be modified or removed.
4. Student should use the device for school-related activities.

5. **Students are fully responsible for the care, security and use of their DC-issued device.**

### **General Care and Cleaning**

6. It is the responsibility of the student to keep his/her device clean and free from damage.
7. Handle with care. If dropped, the device may break.
8. Do not set the device near liquids or objects of extreme heat. Avoid applying liquids to the device. Keep it out of direct sunlight and rain.
9. The device can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
10. Never throw or slide a device.
11. Cords and cables must be inserted carefully into the device to prevent damage.
12. When storing the device, make sure there is a secure padded area in your backpack.
13. Device should be placed vertically in a cubby or backpack/book bag to avoid putting any pressure on the screen.
14. Device must not be left in a vehicle or a location that is not temperature controlled.

### **Security**

15. Devices are registered property of Delaware County Christian School. Students should not try to *jail break* the device or bypass the management software.
16. Do not leave your device in plain sight in public, as someone may take it.
17. Devices must never be left in an unlocked car or in any unsupervised area.
18. Do not attempt to gain access to the internal electronics or repair of a device. If a device fails to work or is damaged, report the problem to DC's Technology Coordinator using the *Device Damage & Technical Issue Report*.
19. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

### **Use at School**

20. Devices must be brought to school each day fully charged. If a student leaves the device at home, the student is responsible for getting the coursework completed as if the device were present.
21. The teacher will manage the use of the device in the classroom. Whether a particular day's learning will benefit from the device is up to the discretion of the teacher.
22. Loaner devices may be issued to students when their device is being repaired by the school. Loaner devices will not be issued to students who simply forget their device from home.
23. Devices may be used before and after school for educational purposes, but they are not permitted to be used during lunch or in restrooms.

24. Devices may not be used during chapel.
25. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
26. Music on the device is allowed at the discretion of the teacher.
27. Internet games are not allowed on DC devices.
28. Devices are assigned to individual students and the responsibility for the care of the device solely rests with that individual. Students must not lend their device to another person.
29. Students will be encouraged to submit papers digitally and will not have access to printers via their device at school.

#### **Home Use**

30. Parents are encouraged to set parameters regarding device use at home. The device is a WiFi enabled device and is capable of accessing the internet when wireless networks are available.
31. DC provides internet filtering both when the devices are used on the school internet connection and when the devices are used offsite. Filter policies are different when connecting offsite. It is the family's responsibility to monitor the student use of the internet outside the school setting.
32. Students are allowed to set up printing from their device to home printers.
33. All activity on the device and DC-issued email account, whether conducted at school or off site, is subject to search as school property.
34. Please do not attempt to contact the device manufacturer service directly for repair questions. Please contact DC's Technology Coordinator.

#### **Recommended Accessories**

- **Protective laptop sleeve or bag**
- Headphones

**Damage, Loss, or Theft**

The device will be the student's responsibility. Damaged, lost, stolen or defective device must be reported to the Lower School Library immediately and should also be reported to the proper authorities if off-campus theft occurs. The family will be responsible for the cost of replacing the device if it is lost, stolen, or damaged according to the insurance coverage listed below. DC will be responsible for the technical maintenance of the device and will cover repair due to technical issues not resulting from student abuse.

**Insurance**

DC self-insures the devices. Device insurance is included as part of a student's DC tuition.

**Technical Issue**

Most technical issues will be repaired with no charge. Students should take malfunctioning devices to the Lower School Library for assessment and repair.

**Damaged Devices**

For repairs of accidental or normal wear damages that are not covered by the manufacturer, the charge is \$0/year for the first incident. To repair a device a 2<sup>nd</sup> time in the same year, the charge is \$25. To repair a device a 3<sup>rd</sup> time (or more) in the same year, the charge is \$50. Students will receive a loaner device when they turn in a completed "Device Damage or Technical Issue Report." Fees will be charged to the parent account. Parents will be notified.

For damage that is assessed to be caused intentionally or by abuse or neglect, the charge will be \$50 per incident. The technology office has the final say in determining insurance and repair situations.

**Claim procedures:**

1. The student must take the device to the Lower School Library for evaluation.
2. The Technology Department will examine the device to determine if the damage is accidental or due to negligence. The Technology Department will complete its portion of the "Device Damage or Technical Issue Report" and give it to the student.
3. The student must get the "Device Damage or Technical Issue Report" signed by the parent and return it to the Lower School Library.
4. Once this form is returned, a loaner will be issued to the student.

**Theft of Device**

In the event of a 1<sup>st</sup> time theft of a device, DC will provide a replacement device at no charge once a police report is filed and a case number provided to the school. In the event of a 2<sup>nd</sup> or later theft, the student will be responsible for the full replacement cost of the device. A "Device Theft Report" must be submitted to the Lower School Library.

**Lost Device**

Loss of the device is the responsibility of the student and his/her parent/guardian and will result in the full replacement cost being charged to the parent's account which becomes an obligation to pay. A replacement device will be provided to the student. A "Lost Device Report" must be submitted to the Lower School Library.

**Lost/Damaged Device Charger, Cable, and Keyboard with Cover**

The cost to replace a lost or damaged device cable and/or charger is \$20.

Delaware County Christian School reserves the right to modify this agreement or its terms at any time.

# Device Damage or Technical Issue Report

DELAWARE COUNTY CHRISTIAN SCHOOL



**Student Report** – to be completed by student \_\_\_\_\_

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
DC Device #

**Description of problem and any pertinent information about use of device when problem first observed:**

## Technology Office Assessment and Resolution

\_\_\_ Technical Issue

\_\_\_ Damage

**Office Use Only** – Description and Resolution of Problem

\_\_\_ Determined to be accidental/normal wear

\_\_\_ 1<sup>st</sup> claim this year, \$0

\_\_\_ 2<sup>nd</sup> claim this year, \$25

\_\_\_ 3<sup>rd</sup> or more claim this year, \$50

\_\_\_ Determined to be abuse or neglect

\_\_\_ Abuse or neglect damage, \$50

**Parent Claim** – to be completed by parent \_\_\_\_\_

I am making this claim against the DC Device Insurance Policy. I understand I will be billed as listed above.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit signed form to Technology Office – MS101 (MS/US) or Lower School Library (LS)



# Device Theft Report

DELAWARE COUNTY CHRISTIAN SCHOOL



Student Last Name

Student First Name

Student Grade

Date

DC Device #

Description of Incident, including date and location device was last in your possession:

Name of Police Department that was notified: \_\_\_\_\_

Name of person who filed report with Police Department: \_\_\_\_\_

Date of Police Report: \_\_\_\_\_

Police Department Case Number: \_\_\_\_\_

## Technology Office Assessment and Resolution

Office Use Only – Description and Resolution of Problem

\_\_\_ 1<sup>st</sup> theft claim, \$0

\_\_\_ 2<sup>nd</sup> or later theft claim,

\$\_\_\_\_\_ (Replacement Charge)

### Parent Claim – to be completed by parent

I am making this claim against the DC Device Insurance Policy. I understand I will be billed as listed above.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit signed form to Technology Office – MS101 (MS/US) or Lower School Library (LS)

# Lost Device Report

DELAWARE COUNTY CHRISTIAN SCHOOL



\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Student Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
DC Device #

Date and Location device was last in your possession:

## Technology Office Assessment and Resolution

Office Use Only – Description and Resolution of Problem

\$\_\_\_\_\_ (Replacement Charge)

### Parent Claim – to be completed by parent

I am requesting that DC issue my child a replacement device. I understand I will be billed as listed above.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit signed form to Technology Office – MS101 (MS/US) or Lower School Library (LS)



*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 G Suite 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.

### **G Suite for Education**

Students in grades K-5 are given a school issued Google Account with our G Suite 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 dccc.org domain.

G Suite 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. G Suite 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 dccc.org username which will serve as their login to G Suite 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, Prezi, Animoto, 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 <http://www.ftc.gov/privacy/coppafaqs.shtm>.

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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 Lower School Technology Services AUP Agreement Form found at [www.dccs.org/academics/lower-school/technology](http://www.dccs.org/academics/lower-school/technology).