



*Delaware County Christian School  
Technology Services Acceptable Use Policy  
Middle and Upper School Student 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 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.

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.

### **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.
  - c. Use DC email only for school-related email and projects.
  - 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 at this time, 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.