

DELAWARE COUNTY CHRISTIAN SCHOOL

1:1 Device

Policies and Procedures



Upper & Middle Schools

Table of Contents

Introduction3

Terms of Loan3

Expectations for Student Use of Devices.....3

 General Care and Cleaning4

 Security4

 Use at School4

 Use at Home5

 Recommended Accessories5

Damage, Loss or Theft6

Insurance6

Appendices:

Appendix A: Device Damage or Technical Issue Report8

Appendix B: Device Theft Report.....9

Appendix C: Lost Device Report10

Appendix B: DC Acceptable Use Policy11

Appendix C: DC Google Workspace for Education Agreement14

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 21st 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 upper school student. 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 Student Google Workspace for Education Agreement
- Adherence to DC's Acceptable Use Policy

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 device and chargers must be returned, unless there is a reason for earlier termination determined by the principal. 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.
2. 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 locker 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 locker, on top of a locker, 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 in the café during lunch, locker rooms or 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. If the need for printing arises at school, students may login to a library computer to print.

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 Technology Office 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 Technology Office 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 2nd time in the same year, the charge is \$50. To repair a device a 3rd time (or more) in the same year, the charge is \$100. 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 \$100 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 Technology Office 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 Technology Office.
4. Once this form is returned, a loaner will be issued to the student.

Theft of Device

In the event of a 1st 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 2nd 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 Technology Office.

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 Technology Office.

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

The cost to replace a lost or damaged device charger is \$20. The cost to replace a lost or damaged cable is \$20. The cost to replace a lost or damaged Keyboard with Cover is \$140.

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

___ 1st claim this year, \$0

___ 2nd claim this year, \$50

___ 3rd or more claim this year, \$100

___ Determined to be abuse or neglect

___ Abuse or neglect damage, \$100

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 – M101(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

___ 1st theft claim, \$0

___ 2nd 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 – M101 (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 – M101 (MS/US) or Lower School Library (LS)



*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.



Delaware County Christian School Middle and Upper School Google Workspace for Education Agreement

Google Workspace is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered working “in the cloud.” The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device.

Google Workspace for Education is a special setup of the popular Google Apps, tailored specifically for educational institutions. Accounts are managed by the school (and not by Google) 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 student will be issued a dccs.org email address 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.

DC students will have access to the core suite of Google Apps which include, but are not limited to, Gmail, Drive, Calendar, Docs, Sheets, Slides, and Sites.

All Middle and Upper School students are required to agree and adhere to the following:

- Agree to Google’s Workspace for Education terms of service found at https://workspace.google.com/terms/education_terms.html.
- All school communication will use this email account. Students are expected to check their email daily.
- Student Google Workspace for Education accounts are to be used for educational purposes related to Delaware County Christian School and may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)
 - Inappropriate sexual or other offensive content
 - Threatening another person

- Misrepresentation of DC's staff or students. Apps, sites, and email are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
 - Agree to DC's Acceptable Use Policy (AUP) found at www.dccs.org/mstechnology or www.dccs.org/ustechnology.
 - School technology staff have access to student email for monitoring purposes. Students have no expectation of privacy on the Google Workspace system.
 - Agree, but not limited to the following safety standards:
 - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
 - Students agree not to meet with someone they have met online without their parent's approval and participation.
 - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
 - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. **Under no conditions should a user provide his or her password to another person.**
 - Access to Google Workspace for Education is considered a privilege accorded at the discretion of the school. DC maintains the right to immediately withdraw the access and use of Google Workspace when there is reason to believe that violations of law or school policies have occurred.
-

All 6th graders and all new Middle and Upper School students must agree to the terms and conditions of this document by electronically signing the Google Workspace for Education Agreement Form found at www.dccs.org/mstechnology or www.dccs.org/ustechnology.