

## STUDENT RESPONSIBLE USE POLICY (RUP)

Briarcrest Christian School has a commitment to the integration of technology into the academic programs of the school. We believe that electronic communication is a tool for lifelong learning and that access to the school's network can promote educational and organizational excellence. Students must use the school's network and the Internet in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission.

Wireless Internet is available. Access to the school network and the Internet is a privilege, not a right.

The following guidelines are intended to help students understand appropriate use. These guidelines apply to any device that connects to the school's network. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not abiding by these guidelines.

### 1. E-MAIL AND SOCIAL MEDIA

- 1.1. In an effort to increase communication among students and between students and staff at Briarcrest, the school has implemented a student email system. Each student in grades 4-12 will be assigned their own school email address. Students' email addresses will be in the form of username@saints.briarcrest.com. Students will also be assigned a login for any computer connected to the Briarcrest network as well as one for the school's Learning Management System. It is the student's responsibility to keep up with and remember each username and password.
- 1.2. Briarcrest Christian School e-mail accounts are to be used for school purposes only.
- 1.3. Follow the school's code of conduct when sending email and writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- 1.4. If you receive harassing or threatening messages or run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- 1.5. Grade-level mailing lists are for school business only and emails to the entire school are permitted only with permission from the Principal.
- 1.6. The use of e-mail and social media during class, without teacher approval, is strictly prohibited.
- 1.7. Be safe in email and online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your passwords with anyone other than your teachers and parents.
- 1.8. Do not send out bulk e-mail or post these types of documents online. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- 1.9. How you represent yourself in email and online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- 1.10. Attempts to read, delete, copy, or modify the electronic mail, documents, or online content of other users or deliberately interfering with other users' ability to access their mail, documents, or online content is prohibited.
- 1.11. Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.
- 1.12. Email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.
- 1.13. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- 1.14. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- 1.15. Do your own work! Do not use other people's intellectual property without their permission. Using copyrighted information without permission from the copyright holder is considered plagiarism. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL.
- 1.16. Be aware that media (video, audio, pictures) you would like to use online may also be protected under copyright laws. Verify you have permission to use the media or use it by citing Creative Commons attribution.
- 1.17. Befriending of faculty and staff members through social media is prohibited, other than through school-approved fan or group pages.

### 2. INTERNET

- 2.1. Students' use of the Internet must be in support of education and research and be consistent with the educational objectives of Briarcrest Christian School. Use for commercial activities, product advertisement, or political lobbying is also prohibited.
- 2.2. Briarcrest Christian School reserves the right to monitor the Internet usage of all students through any means. This includes school owned computers as well as any other devices that access the Internet through the school's Internet connection.
- 2.3. Students may not use any instant messaging, blogging, chatting, or other collaboration program to communicate with others through the computer network during class, unless a teacher or administrator expressly authorizes them to do so.
- 2.4. The use of the Internet and e-mail is a privilege, not a right, and inappropriate use could result in a cancellation of those privileges.
- 2.5. If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access within the Briarcrest Christian School firewall. This is not merely a request; it is a responsibility.
- 2.6. Students are strictly prohibited from accessing or storing inappropriate materials. This includes, but is not limited to items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.
- 2.7. These policies and procedures apply to all laptops used at Briarcrest Christian School, including laptops financed or purchased through the school, privately purchased laptops (irrespective of ownership), and any other device considered by the Director of Technology to fall under this policy. Teachers may set additional requirements for computer use in their classrooms.
- 2.8. All students must use the school's filtered network to access the Internet on any device used on school grounds. Wireless broadband devices (3G/4G/LTE) are not allowed to be used before, during, or after school while on campus.

### **3. SECURITY**

- 3.1. Students are not to use another user's username and password to gain access to the network or another user's files.
- 3.2. Students must receive express, prior permission from the owner before borrowing computers, power cords, or any accessories. To act otherwise will be considered theft.
- 3.3. Each user is responsible for his/her own Laptop, and should treat and use it responsibly and appropriately.
- 3.4. Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. Computer malfunctions are not an acceptable excuse for not submitting work.
- 3.5. No food or beverages should be in the vicinity of the laptops. Laptops may not be used in the dining hall during lunch.
- 3.6. Students are prohibited from disabling or attempting to disable any Internet filtering. Encrypting communications to avoid security review, or intentionally introducing a virus to the computer system is prohibited.

### **4. CELL PHONES**

- 4.1. Students are not permitted to use cell phones on campus during the academic day unless prior approval has been given by a faculty member or administrator.
- 4.2. Elementary and Middle School students must keep cell phones turned off and in locked student vehicles or in school lockers during the school day unless approval has been given by a faculty member or administrator. These devices must not be used by students after entering the building prior to the beginning of each school day.
- 4.3. Cell phones may be collected and given to an administrator for any student not following these guidelines.

### **5. SOFTWARE AND MULTIMEDIA**

- 5.1. No computer applications, MP3's, pornography, or copyrighted material may be distributed over the network.
- 5.2. Any additional software that is used at the school must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- 5.3. Students are responsible for ensuring that software installed on their computer is licensed legally.
- 5.4. Unauthorized duplication of software is prohibited.
- 5.5. The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others unless required for the activity being conducted.
- 5.6. Online gaming and downloading music/videos/software from the Internet at Briarcrest Christian School is prohibited except for classroom sanctioned activities.
- 5.7. Listening to music and watching videos during free periods or other times while on campus is permissible unless it is disruptive to the activities taking place. Faculty and staff can restrict this at their discretion.
- 5.8. Any audio or video recording may be conducted only with prior permission of all parties being recorded.

- 5.9. Violent games, music with vulgar lyrics, and computer images containing obscene violence or pornographic material are not allowed on school grounds in any format.

## 6. FILE SHARING

- 6.1. Illegal file sharing of any kind is prohibited on campus.
- 6.2. No file sharing software of any kind is to be used on school grounds (ex: BitTorrent, Limewire, Bearshare, Kazaa).

## 7. PRIVACY, USE, AND SAFETY

- 7.1. Do not use the network in such a way that you would disrupt the use of the network by other users. Students may not download large files over the Internet during school hours.
- 7.2. Do not intentionally waste limited resources such as paper and printer cartridges that are provided by Briarcrest Christian School. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- 7.3. Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- 7.4. Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- 7.5. Any laptop used on the school property, even if privately owned, is subject to all policies and consequences of the Responsible Use Policy including the right to view the content of the device at any time, the right to remove content from the device if inappropriate, and the right to retain the device in the school's possession if there is an infraction to the RUP that deserves that consequence.

## 8. PROTOCOL FOR PERSONAL DEVICES

- 8.1. Tablets, Laptops and other non-Phone devices with 3G/4G/LTE connectivity are not allowed.
- 8.2. Students are responsible for all maintenance on personal electronic devices.
- 8.3. It is the responsibility of each owner to be sure that all personal electronic equipment is insured.

## 9. LIABILITY - Briarcrest Christian School will not be held liable for <sup>[1]</sup><sub>[SEP]</sub>

- 9.1. Any damage suffered by users due to failure of equipment or interruption of service.
- 9.2. The accuracy or truth of material obtained through the internet.
- 9.3. Damages to any person resulting from unauthorized or inappropriate use of technology.

## 10. CONSEQUENCES

- 10.1. Consequences are determined by Briarcrest administration. Decisions of the Briarcrest Christian School administration regarding unacceptable computer use are final.
- 10.2. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members.
- 10.3. List of possible consequences based on severity of infraction:
  - 10.3.1. Demerit / infraction
  - 10.3.2. Conference with an administrator
  - 10.3.3. Loss or restriction of technology privileges, including personal devices
  - 10.3.4. Detention or suspension
  - 10.3.5. Parental notification
  - 10.3.6. Community service to the school
  - 10.3.7. A fine, determined by the administrator
  - 10.3.8. Civil proceedings to recover damages
  - 10.3.9. Criminal proceedings
  - 10.3.10. A very serious infraction could result in separation from the school.

## 11. DISCLAIMER

Briarcrest Christian School does not have control of the information on the Internet or information contained in emails. The school uses a network filter to make a best effort to maintain a safe environment. Additionally, the school may choose to block sites that it feels distract from the academic environment or unnecessarily consume network resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information including material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Briarcrest. While Briarcrest's intent is to make Internet access available for educational goals

and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Briarcrest, we expect the student to obey the Responsible Use Policy when using the Internet and school-wide resources.

In addition, Briarcrest Christian School students take full responsibility for their access to the school's network resources and the Internet. Specifically, Briarcrest Christian School makes no warranties with respect to school network resources and does not take responsibility for

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to School network resources or the Internet; or
- any consequences of service interruptions.

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By signing the Student Laptop / iPad Acknowledgement Form, you indicate that you have read this document and agree to its stated conditions.