



# HEIGHTS CHRISTIAN SCHOOLS

## Technology Use Agreement

### DIGITAL CITIZENSHIP – ALL STUDENTS

A good citizen is someone who upholds and respects the laws of their country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviors. They show care and concern for themselves and others. A good citizen respects other people's property and expects others to do the same for them.

A **good digital citizen** applies the same rules to the cyber-world. A digital citizen is a person who upholds and respects the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. In return, they expect the same respect to be shown to them. There are four key components to digital citizenship – respecting and protecting yourself, respecting and protecting others, respecting and protecting the learning environment, and honoring intellectual property.

#### **Respect and Protect Yourself** – Students should:

- Keep passwords private.
- Be conscious of one's digital footprint and careful about posting personal information.
- Only use text and images that are appropriate for school.
- Be careful when sharing files (keeping them private, sharing with teachers and classmates, or posting them publicly).
- Visit sites that are appropriate and respect the rules that websites have regarding age.
- Immediately report any inappropriate behavior directed at you to school staff.
- Talk to trusted adults, (parents and teachers), about online experiences. This includes both the good and the bad experiences.

#### **Respect and Protect Others** – Students should:

- Not use technology to harass or be unkind to other people.
- Not log in using another student's username and password.
- Not trespass into another student's network folder, documents, files, or profile.
- Not pretend to be someone else.
- Not forward inappropriate materials or hurtful comments.
- Immediately report any inappropriate behavior directed at fellow students to school staff.
- Not take property belonging to others. It's easy to download music, games, and movies, but downloading media that has not been purchased is considered piracy which equates to stealing.
- Check that the information being used is correct. Anyone can say anything on the web; use reliable sites for research. When in doubt, ask a teacher or parents.

#### **Respect and Protect the Learning Environment** – Students should:

- Not visit inappropriate web sites. If an inappropriate page, image, or search result comes up, immediately close the window or tab and notify an adult.
- Not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- Not comment on work on public websites without teacher approval.
- Not attempt to represent HCS on the internet without teacher approval.

### **Honor Intellectual Property – Students should:**

- Do their own work.
- Not plagiarize.
- Cite the use of websites, images, books, and other media as instructed by the teacher.

With the expectation that our students will act as **good digital citizens**, the following guidelines and expectations have been established regarding the use of technology on campus and the use and care of technology issued for use both on campus and at home.

## **GENERAL GUIDELINES AND EXPECTATIONS: ALL STUDENTS USING TECHNOLOGY ON CAMPUS**

The primary purpose of technology systems at Heights Christian Schools is to improve and enhance learning and teaching. During the 2023-24 school year:

- Students in TK – 1<sup>st</sup> grade will have 1:1 access to iPads in their classrooms.
- Students in 2<sup>nd</sup> – 4<sup>th</sup> grade will have 1:1 access to Chromebooks in their classroom.
- Students in 5<sup>th</sup> – 8<sup>th</sup> grade will be issued a Chromebook and will transport their device between home and school. Devices remain the property of HCS and could be collected at the end of each school year.

The use of computers, networks, Internet access, and other technologies at Heights Christian Schools is a privilege. It is expected that students will conduct themselves as **good digital citizens** and will use these resources responsibly and for educational purposes that align with the mission and philosophy of the school. As such, any technology used at the school may be accessed by faculty and administrators at any time. The guidelines below are meant to help students, teachers, and parents understand the appropriate use of technology and resources.

### **Network, Internet Access and Content Filter**

The HCS Network and internet access is a shared resource. HCS utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). Internet access on all HCS managed devices is filtered, protected, and monitored to create a safe learning environment. Our goal is not ultimately to restrict student access, but to educate students about responsible and appropriate use. If we find a student accessing inappropriate material at school or using technology in an inappropriate manner, the school will respond. If disciplinary action is deemed necessary, a conversation with parents and appropriate consequences, as determined by the administration, will follow.

Heights Christian Schools is a wireless campus. All Chromebooks and iPads have access to the wireless network. It is expected that students will:

- Use the internet for appropriate work and resources.
- Refrain from downloading large multimedia files at school.
- Save online gaming and nonacademic multimedia consumption for home, if permitted at home.
- Not attempt to disable device management. Any attempt to bypass or disable security features is forbidden and may result in disciplinary action, including loss of use of technology/Chromebook, suspension, or termination of enrollment.

### **Email Accounts**

The email communications within the HCS domain are monitored. Students are required to use their HCS provided email account for all school communication. Students should not use email or other electronic communication (including but not limited to Google or Seesaw) during class unless specifically instructed by the teacher.

- Students in TK – 4<sup>th</sup> grade are restricted from sending and receiving email.
- Students in grades 5<sup>th</sup> and 6<sup>th</sup> grade are restricted to sending email only within the HCS domain.

- Students in 7<sup>th</sup> and 8<sup>th</sup> grade will have full access email. *\*Parents of JH students are encouraged to check their child's email account routinely to monitor email exchanges.*

### **Social Networking Sites (e.g., Facebook, Snapchat, Instagram, Twitter, TikTok, BeReal)**

Students may not use social networking sites at school. Our filters are strong and intended to restrict access, but students are ultimately responsible for making good choices. In addition, online chatting, or video conferencing with classmates during class is dependent on teacher permission. *Parents are strongly encouraged to establish guidelines pertaining to how these tools may or may not be used at home.*

### **Security**

Students will be responsible for remembering their password for school accounts. Passwords should always be kept private, and students should refrain from sharing their password with anyone.

### **Photo, Video, and Audio Recording**

Student devices are equipped with a camera and microphone, allowing video, image, and audio capture. At no time should a student record anyone (student, teacher, parent, presenter, etc.) without the permission of all parties involved. **To do so can be considered a serious offense.** In addition, students must obtain permission from the parties involved before publishing content. Students need to exercise good judgment when using the device camera and microphone.

### **Content and Communication**

All online communication is a reflection of the individual. If a student wouldn't write it or say it in front of a parent, teacher, or other adult, it is best left unwritten and unsaid online as well. Students should also be aware of the potential for their communication to be shared and/or misinterpreted. Any use of a device that involves inappropriate, unkind, or mean behavior will result in disciplinary consequences. Students should make sure that all communication is appropriate both in content and in context.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of an HCS managed device, regardless of whether that use is for school or personal purposes, other than as specifically provided by law. Heights Christian Schools may, without prior notice or consent, log onto, supervise, access, view, monitor, and record use of student devices at any time for any reason. By using an HCS managed device, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screen and all activity on student devices.

## **GUIDELINES AND EXPECTATIONS FOR STUDENTS ISSUED A 1:1 HCS MANAGED DEVICE**

### **Care of the Device:**

Students are responsible for the general care of the device issued to them by the school. Students with devices that are broken or devices that fail to work properly must contact the **HCS Helpdesk** (help@heights.net) or the **School Office** as soon as possible so that the device can be taken care of properly. *HCS managed devices should never be taken to an outside computer service for any type of repair or maintenance.*

### **General Precautions:**

Devices issued are subject to inspection at any time without notice and are the property of HCS. In order to best care for the device, the following general precautions should be taken.

- No food or drink should be near the device.
- Cords, cables, and removable storage devices must be inserted carefully into the appropriate port.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices. This includes textbooks.

- Devices should never be loaned to another student or individual at school or at home.
- Never leave the device unattended in an unsecured or unsupervised location.
- Always carry the device in a secure manner to avoid accidental damage.
- When transporting the device, a protective sleeve is highly recommended.

### **Device Asset Tags**

All devices are labeled with an HCS asset tag, an identifying sticker on the back of device. This ID tag may not be modified or tampered with in any way.

### **Home Use of Technology**

Computer use at school is for learning opportunities. At home, parents and students should communicate together about acceptable use of technology for recreation. Consider making a HAUP (Home Acceptable Use Plan) that is in line with the HCS Technology Use Agreement and addresses some of the different situations at home. This should include the amount of time the student uses the device, the type of websites visited, and expectations around communication. Clarifying expectations at home and having an open conversation about responsible use is best and sustainable.

### **Printing**

Students will use a "Learning Management System" (LMS) that will allow digital interaction between students and teachers for assigning, distributing, assessing, and collecting student work without the need to print. Students may be required to print some of their own work and projects at home.

### **Outdoor Use**

The use of technology outside of the classroom during recess or breaks, unless with a teacher or administrative approval, is not permitted.

### **Carrying and Storing the Chromebook**

Once a 1:1 Chromebook is issued to a student (5<sup>th</sup> – 8<sup>th</sup> grade), the Chromebook becomes the full responsibility of the student. When transporting the device, a protective sleeve is highly recommended, and care must be taken when storing the device in one's backpack or locker.

### **Charging the Chromebook (5<sup>th</sup> – 8<sup>th</sup> Grade)**

Students are expected to enter class each day with a fully charged Chromebook. A charging station should be set up at home that allows students to easily charge their device and reminders should be given to students about bringing it to school each day. Students are responsible for completing all schoolwork whether their device is charged or not. As such, if a student comes to class without an adequately charged device, a rental device will be issued, and the corresponding charge(s) below will be applied.

### **Rental Devices & Fees**

If a student comes to class without their device or with a device that is not adequately charged, a rental device will be issued, and the corresponding charge(s) below will be applied. In these instances, the student assumes full responsibility for the rental device while in their possession. Additional classroom consequences may also be incurred due to the student arriving to class unprepared. A "rental" device must be returned by the end of the school day.

- Fees:
  - Daily Rental Fee \$10.00
  - Failure to return the device \$25.00 (by the end of the school day)

**Repairing/Replacing Devices**

All devices in need of repair must be brought to the School Office as soon as possible. The school will have the device evaluated and repaired. During this time, a loaner device will be issued to the student. In the event of damage, loss or theft, a student will be charged a fee to cover the repair/replacement costs for the school-issued device. If a fee is assessed, the family will be notified with details of the incident; additional disciplinary action may follow.

**Loaner Devices**

Loaner devices that are issued to students while their school-issued devices are being repaired may be taken back and forth from home to school. Loaner devices must be treated with the same respect as any other device outlined in this document. A student borrowing a loaner device will be responsible for any damage or loss of the loaner device. When a student's device has been repaired and is ready for pick-up, the student and family will be notified. At this point, the loaner device must be returned to the School Office in order to receive their repaired device.

**Transferring/Withdrawing Students**

Students that withdraw from Heights Christian Schools must turn in their device and charger to the School Office on their last day of attendance. Failure to turn in the device will result in the student being charged the full replacement cost.

**DISCIPLINE – ALL STUDENTS**

Inappropriate use of technology on or off campus will be dealt with swiftly and fairly and will result in appropriate disciplinary action, up to and including, suspension or termination of enrollment. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal. All disciplinary actions, including suspension or termination of enrollment, are at the sole discretion of the HCS administration.