Delaware County Christian School
Technology Responsible Use Policy
Middle and Upper School Student Version

Technologies Covered

Technology includes, but is not limited to:

- School-owned devices such as tablets, laptops, desktops, and peripherals
- Personally-owned devices registered for BYOD (US only)
- The DC network and Internet access
- School-issued Google Workspace for Education accounts
- Educational software and web-based applications

Acceptable Use

Delaware County Christian School believes that the use of its technology, if used appropriately, is an integral part of an engaging and collaborative learning environment. **It is understood that all of our technology is provided exclusively for educational purposes related to Delaware County Christian School and should be used only to that end.**

Personally-Owned Devices

DC will only provide network access to personal devices that are approved and registered under the Upper School BYOD program.

Google Workspace for Education

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 is issued a dccs.org email address which serves as their login to Google Workspace for Education.

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.

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. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their course work or school-approved activity. 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 monitor, inspect, copy, review, and record all activity conducted using school technology. This includes student personal devices registered under the BYOD option—students acknowledge that they have no expectation of privacy when using these devices on school property or while connected to the school network. **Absolutely no level of privacy should be assumed for any actions conducted using school technology.**

Conduct/Behavior

Students must comply with all school policies, rules, and expectations concerning student conduct and communications when using DC technology, whether on or off school property.

Students also must comply with all specific instructions from school staff and volunteers when using technology.

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 technology 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 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 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 Delaware County Christian School Technology is a privilege, not a right. This policy for technology is in accord with the discipline policy that is published in the Student-Parent Handbook. Violations of the Technology Responsible 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 may be revoked.

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 designed 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 are monitored to maintain integrity system-wide and to ensure 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.