Delaware County Christian School
Technology Responsible Use Policy
Lower Campus Version

Technologies Covered

At Delaware County Christian School's Lower Campus, technology is used to support learning, creativity, and collaboration. Students may use interactive whiteboards, classroom computers, audio/video tools, and tablets or laptops to complete classwork, practice skills, or work on projects.

Each student in Grades 1–5 is assigned a school-owned device (such as a Chromebook or Surface Go) that stays at school and is used during the school day. Devices are shared in younger grades (PK2–Kindergarten) and always used with teacher guidance.

Technology use is age-appropriate and supervised at all times. Younger students are guided to specific websites or apps, while older elementary students may explore safe research tools with support. Students are expected to follow teacher directions and use technology in a way that honors God and helps their learning.

All technology services at DC — including devices, software, and online tools — are provided exclusively for educational purposes related to Delaware County Christian School. Personal use is not allowed.

Security/Safety

DC uses filtering tools to block inappropriate or harmful content and to help keep students safe online. Teachers and staff also supervise student use of devices and teach digital safety skills.

Even with filters in place, unexpected things may occasionally show up on a website or screen. If something scary, confusing, or inappropriate appears, students should:

- Tell a teacher or adult right away
- Stop using the device until the teacher gives further instructions
- Never try to hide or investigate the content on their own

We want students to feel safe and supported as they learn to use technology wisely.

DC encourages parents/guardians to supervise their child(ren) when using technologies from home.

Privacy

DC reserves the right to monitor all activity on school-owned devices and accounts. Students should never expect privacy when using school technology.

Responsible Use

This section explains how students are expected to use technology at DC. The examples below help show what responsible use looks like, but this is not a complete list. Students are expected to follow all teacher directions and school rules, even if something isn't written here.

1. Follow Teacher Directions
   a. Use your device only when a teacher says it's time.
   b. Only go to websites or apps your teacher has approved.
   c. Close your device, pause, or log out when your teacher says so.

   Examples of misuse: Opening games or websites without permission, continuing to type after being told to stop.

2. Be Kind and Respectful Online
   a. Use kind, God-honoring words in anything you type or send.
   b. Respect others' work—don't delete, change, or copy someone else's work.
   c. Tell a teacher if someone is being unkind or if you see something hurtful.

   Examples of misuse: Typing mean messages, messing with someone else's document, using a class tool to be silly or distracting.

3. Protect Your Privacy and Others
   a. Keep your passwords private. Only share them with a teacher or trusted adult.
   b. Don't use someone else's login, even as a joke.
   c. Never share your name, address, or other personal info online.
   d. Ask permission before taking a photo or video of someone else.

   Examples of misuse: Logging in as a friend, entering personal details into a website, recording classmates without asking.

4. Stay Safe Online
   a. If something scary, confusing, or inappropriate shows up on your screen:
      i. Tell your teacher or an adult right away.
      ii. Stop using the device until you get help.
      iii. Do not try to close or hide it yourself.

   Examples of misuse: Keeping something inappropriate a secret, clicking strange links or pop-ups.

5. Take Care of the Devices
   a. Carry your device with two hands.
   b. Keep food and drinks away from all technology.

      c. Use gentle hands on the keyboard, screen, and charger.

      d. Plug in your device when you're finished using it.

Examples of misuse: Dropping a device, pulling off keys, scribbling on the screen or case, forgetting to charge the device.

6. Use Technology for Learning

      a. Stay on the task your teacher gave you.

      b. Ask before opening a new app, site, or game.

      c. Log out when you're finished.

Examples of misuse: Playing games without permission, watching videos not related to school, trying to get around a blocked website

Damage and Repairs

DC understands that students are learning how to handle technology responsibly, and some wear and tear is expected. DC will take care of repairs that come from normal use or technical issues. However, when a device or other piece of school technology is damaged because it was not handled properly, families may be charged a fee to cover the cost of repair or replacement.

DC will handle repairs for:

- Technical problems (like a screen glitch or software issue)
- Normal wear and tear from responsible use

Families may be charged for:

- Accidental damage caused by rough handling
- Damage due to neglect or misuse
- Unapproved markings or changes to the device

Examples of Damage that May Result in a Fee

    ○ Throwing, dropping, or slamming a device on a desk

    ○ Carrying a laptop by the screen or dragging it on the floor

    ○ Writing or coloring on the device with pens, pencils, or markers

    ○ Picking off keys or damaging touchscreens

    ○ Leaving a device or charger in an unsafe place (like near water or on the floor)

    ○ Roughhousing near a mounted smart TV or cart and causing it to fall or break

    ○ Plugging in cords forcefully or yanking them out

Students are expected to treat all technology tools with care, as if they were their own. If a device is damaged, students should report it to their teacher right away. The school will assess what happened and whether any fees apply.

Google Workspace for Education
Students in Grades K–5 are given a DC-managed Google Workspace for Education account to support learning. This includes access to tools like Google Docs, Slides, Drive, and Classroom. Email (Gmail) is not used at the Lower Campus unless specifically enabled for limited use within the dccs.org domain.

Google Workspace accounts are set up and managed by DC. No ads are shown, and all content is monitored by the school. Students are expected to use their accounts only for schoolwork and follow all responsible use guidelines when using Google tools.

Violations of this Policy
Using technology at DC is a privilege, not a right. If a student does not follow the expectations in this policy, their device use may be limited or suspended. Serious or repeated misuse may result in further disciplinary action according to the school's Student-Parent Handbook.

Children's Online Privacy Protection Act (COPPA)
To support student learning, DC sometimes uses safe, school-approved online educational tools like Google, TypingClub, or Renaissance Accelerated Reader. These tools help students practice skills, create projects, or complete assignments.

In accordance with COPPA, we may provide limited information (such as first name, last name, and username) when setting up accounts for students under age 13. This information is only used to give students access to tools needed for school. DC always seeks to use education-specific versions of tools with teacher monitoring when available.

You can learn more about COPPA here:
https://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online

Parent/Guardian Agreement
Parents and guardians must review this policy and agree to its terms by signing the DC Parent Technology Form in Blackbaud. This gives permission for your child to use school technology and access approved online tools.

Disclaimer
Delaware County Christian School works hard to provide a safe, well-maintained, and secure

technology environment. While we filter content, supervise usage, and partner with trusted educational platforms, no system is perfect. Families should understand that occasional technical issues or exposure to offensive or inappropriate content may occur despite our best efforts.

This policy may be updated or adjusted at any time if the administration or school board determines that changes are necessary to protect students or serve the mission of the school