



Responsible Use Policy

7301 Sardis Road | Charlotte, NC 28270 | 704-366-5657 | www.charlottechristian.com

Purpose

The purpose of this policy is to outline the acceptable use of Charlotte Christian School's information technology resources to protect all parties involved. Through these guidelines, we aim to cultivate spiritual maturity and discernment by using technology to reflect the character of Christ and maintain a safe environment. We strive to foster academic integrity and intellectual growth by using digital tools to enhance learning with honesty and original thought. Furthermore, we seek to build a community of respect and honor by protecting others' dignity and representing the school with excellence. Finally, we require all users to demonstrate stewardship of resources by responsibly caring for and securing the physical and digital gifts entrusted to us.

Scope

This policy applies to all faculty, staff, students, volunteers, and guests of Charlotte Christian School. This policy governs the use of all school information technology resources, including computer systems, mobile devices, email, network resources, and internet connections, and remains in effect at all times, whether on or off campus. Because students and staff remain ambassadors of the school regardless of location, these expectations apply to any digital activity that reflects upon the institution, ensuring that our community standards for conduct and integrity are maintained in both physical and virtual environments.

Cultivating Spiritual Maturity & Discernment

Using technology to reflect the character of Christ and maintain a safe environment.

- **Content Filtering:** In alignment with the Child Internet Protection Act (**CIPA**), CCS employs technology measures to protect students from harmful materials. Students are expected to use these resources at their own risk, recognizing that no filter is perfect, and to practice personal discernment.
- **Virtual Presence:** Online educational tools (including, but not limited to Canvas, Google Workspace, Zoom) are an extension of our campus. Students and teachers are expected to adhere to all CCS policies and classroom rules in virtual environments, ensuring their presence is a positive witness to others.
- **Administrative Oversight:** To ensure a safe learning environment, the school monitors network traffic, computers, and communications. Users should expect no privacy when using school resources, as accountability is a key component of spiritual growth.

Academic Integrity & Intellectual Growth

Using digital tools to enhance learning with honesty and original thought.

- **Artificial Intelligence (AI):** Generative AI tools may be used only for study purposes or when specifically directed and approved by a teacher. To maintain academic honesty, students are prohibited from using AI to fabricate data, suggest edits to text, solve problems without permission, or submit work that is not their own. Furthermore, AI must not be used to violate the privacy of others by identifying or exploiting an individual's name, image, or likeness without consent. As a best practice for security and confidentiality, users should never include sensitive personal information such as full names, home addresses, student ID numbers, or private reflections like medical info and prayer requests in any AI prompt, even when using school-sanctioned tools.

- **Intellectual Property:** Students must respect copyright laws and avoid illegal file sharing. In order to ensure work is shared ethically, unauthorized peer-to-peer networking is prohibited.
- **Digital Protection:** CCS utilizes Google Workspace for Education and other provisioned accounts to enhance learning while strictly adhering to COPPA (Children's Online Privacy Protection Act) to ensure student data is never used for commercial gain.

Building a Community of Respect & Honor

Protecting the dignity of others and representing the school with excellence.

- **Netiquette & Communication:** Users must avoid abusive, offensive, or inflammatory language. Senders should only transmit messages they would be willing to say verbally. Spamming, harassment, chain letters, solicitations, bulk email, and communicating threats are strictly prohibited.
- **Privacy of Others:** To honor the privacy of our community, students may not record audio or video of peers or teachers without explicit permission. Attempts to read, delete, or alter the digital work of others without express permission is forbidden.
- **Ambassadorship & Social Media:** Students are encouraged to exercise the utmost caution in all online communications, as digital footprints reflect the Charlotte Christian community and are subject to the behavioral standards and consequences of the Honor Code. To protect the privacy of students and staff, creating or distributing digital video recordings of community members, on or off-campus, is strictly prohibited, with the exception of approved Knights Knews broadcasts. Furthermore, students must not use social media to publish disparaging, harassing, or threatening remarks toward any community member or academic rival, nor may they impersonate students, staff, or official school accounts.

Access to social media remains prohibited on all school-owned devices and accounts. When using personal platforms, students must ensure that editorial content does not reflect poorly on the school's reputation. The use of Charlotte Christian School logos or materials on private accounts is prohibited; additionally, any personal posts referencing school functions must include a clear disclaimer stating that the content is not officially affiliated with or sponsored by the school.

Stewardship of Resources

Responsibility and care for the physical and digital gifts entrusted to us.

- **Physical Stewardship:** Students are responsible for the care and security of their assigned device and charger. Devices should never be left unattended. Families accept financial responsibility for devices lost or damaged due to negligence.
- **Credential Security:** Confidential data, such as usernames and passwords, must never be shared. Impersonating another user or using their credentials to gain network access is a breach of trust.
- **Network Safety:** Knowingly bypassing content filters, using VPNs, unauthorized network connection, port scanning, keystroke logging, or spreading malicious content is prohibited. Installation of unlicensed or "pirated" software is also prohibited. Students are expected to report any contact from unknown users or accidental access to objectionable material to the Technology and Innovation Department immediately.
- **School Device Usage:** School-owned devices are to be used for educational purposes only. School devices should not be used for gaming or other personal uses. Upper school students enrolled for the upcoming year may retain their MacBooks over the summer, while middle school students must return their iPads at the conclusion of the school year. All devices and chargers must be returned immediately upon graduation or transfer from Charlotte Christian School.

- **Personal Device Usage:** Faculty, staff, and students may not use a personal computer, tablet, or iPad on campus for school-related work.
- **Data Security:** Users are responsible for their own data security and the protection of their personal information. To prevent data loss, the recommended best practice is to synchronize all files to both the local device and school-sanctioned cloud storage. Charlotte Christian School is not responsible for any loss or damage to data.
- **Video Content Restrictions:** Students are prohibited from watching general entertainment videos (YouTube, sports highlights, movie trailers) during school hours to conserve Wi-Fi bandwidth.
- **Drone and Unmanned Aircraft Policy:** Unmanned Aircraft Systems (UAS), including drones, are regulated by the FAA and are generally prohibited on or above the Charlotte Christian School campus to ensure community safety and privacy. Exceptions require prior written approval and supervision by CCS faculty or staff and are limited to specific educational, research, or employment-related purposes. All authorized operators must demonstrate safe handling and maintain full compliance with federal, state, and local laws, as well as all applicable school policies.

Enforcement & Accountability

Violations of the standards outlined above may result in disciplinary action as determined by the school administration. Such actions may include suspending or terminating network and device access, restricting specific privileges, or taking other disciplinary measures as outlined in the Student-Parent Handbook.

Charlotte Christian School cannot and does not guarantee that the functions and services provided by and through our technology will be problem-free. Charlotte Christian School is not responsible for any damage or harm to the user's device, including, but not limited to, loss, theft, damage, or destruction of the device or its contents. Users agree not to hold Charlotte Christian School liable for any damages students may suffer, including, but not limited to, loss of data, interruptions of service, or losses or damages incurred by the failure or malfunction of technology resources. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. Although the school filters content obtained through school technologies, the school is not responsible for exposure to "unacceptable" information, nor is the school responsible for misinformation. The school is not responsible for financial obligations arising from the use of school technologies.



Responsible Use Policy Acknowledgement

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By using Charlotte Christian School information technology resources, faculty, staff, students, and parents agree to indemnify the school and its staff against all claims resulting from a policy violation. I have read, understand, and agree to abide by the Charlotte Christian School Responsible Use Policy regarding access to school-supported electronic information, services, and networks. I understand that if I commit any violation or misuse of my access to the school network or the internet, my privileges may be revoked and disciplinary action may be taken. Should any violation or misuse of my school-issued device occur while in my possession, I may lose access to the device and be held responsible for repair or replacement costs. I accept full responsibility for the safe handling, proper use, and safeguarding of the device throughout the school year. Finally, I understand it is my responsibility to immediately report any damage, theft, or technical problems to a teacher, administrator, or member of the Technology and Innovation Department.

Student's Name (Print): _____

Student's Signature: _____ Date: _____

As the parent of the above-named student, I have read, understand, and agree to abide by the terms of Charlotte Christian School's Responsible Use Policy and access to school-supported electronic information, services, and networks for the student's access to the school computer network and/or the internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive or controversial materials, and I recognize my child's responsibility to abide by the policy. I am, therefore, signing this agreement and agree to indemnify and hold harmless the school, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the school's policy. Further, I accept full responsibility for supervising my child's use of his/her access account when such access is not in the school setting. I hereby give my child permission to use the school-approved account to access the school's computer network and the Internet. As the parent of the above student, I understand my child's responsibility for the use and care of the device and my financial responsibility in the event my student loses or damages it. I understand that if any violation or misuse of the device occurs while it is in my child's possession, his/her access privileges to the Internet or use of a mobile computing device can be suspended or terminated, and that he/she may face other disciplinary measures. I also understand that I will be responsible for monitoring my student's device use outside the school setting.

Parent's Name (Print): _____

Parent's Signature: _____ Date: _____