

NORTHLAKE CHRISTIAN SCHOOL

THINK CRITICALLY · LEAD COURAGEOUSLY · SERVE FAITHFULLY

Effective August 2025

Acceptable Use Policy

This Acceptable Use Policy sets the standards for technology use by all Northlake Christian School students. iPads/MacBooks are the property of Northlake Christian School and are for educational use only. On campus, students are ONLY allowed to use school-issued iPads/MacBooks. Personal devices will not be allowed to connect to the school network.

CLEANING

Use a lint-free cloth to clean the screen. To clean the exterior casing, use a damp, soft cloth. Avoid getting moisture in any opening. Never spray liquid directly onto the iPad. Students can visit the Tech Department to clean the iPad/MacBook with approved cleaners.

INTERNET

The Internet is to be used positively to support educational purposes. Northlake Christian School (NCS) has a content filtering system that follows the iPad/MacBook on and off campus. Students are to connect to NCSWiFi only when on campus. NCS Tech Department reserves the right to monitor Internet usage of all students. If students are in need of a site that is blocked, students can submit a service request by emailing helpdesk@northlakechristian.org. All requests will be reviewed during normal school hours. Using a proxy site to bypass the filtering system or activities to hack the network will result in disciplinary action. Hacking or attempting to visit blocked sites violates the honor code. Instant messaging and chatting of any kind is prohibited and will result in disciplinary action.

APPLE IDS

Students should not use their personal Apple IDs on school-owned devices for any reason. NCS does not issue or utilize Apple IDs; accounts are managed via Google. Violations of this expectation could result in a wiped device/Apple ID account.

EMAIL

While using NCS devices, students are only permitted to use school email accounts (ex:joe.smith@northlakechristian.org). Communicate with your teachers and classmates using your school email account using respectful language. Emails to the entire school are permitted only with the principal's permission. Using personal email during school hours will result in disciplinary action. NCS Tech Department reserves the right to monitor email usage of all students.

CYBERBULLYING

Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting others using the Internet, interactive and digital technologies, or mobile phones will not be tolerated. Disciplinary action will be taken for students who treat others unfairly through the use of technology. You can submit a tip anonymously by going to <https://nc.school/bully>

VIDEOING / TAPING IN CLASS

iPads, Macbooks, or personal mobile devices may not be used to create inappropriate video material. Using any recording app during class is prohibited unless directed by the teacher. Permission is required to photograph and/or record teachers and other students.

DATA / SHARING OF iPads/MacBooks

Each iPad/MacBook should remain with the assigned student. Students are not allowed to borrow iPads, laptops, power cords, or cables from other students or teachers. Students are prohibited from accessing faculty computers. Students are responsible for all information stored on their iPads/MacBooks. iPads/MacBooks are not for personal use by family members. It is the student's responsibility to properly back up their student data. All documents should be saved to the student's Google Drive to prevent data loss in the event of a device reset.

GAMES

Students are not allowed to download games or play leisure games at school. Teachers using online educational games during class time is the only exception.

PASSWORDS

Students are responsible for protecting the confidentiality of all passwords. If passwords are shared, others could login and possibly modify or delete files. If there is an issue with a password, visit the NCS Tech Department. Students should lock/log off their device if leaving it unattended.

COPYRIGHT

Plagiarism is unacceptable. AI-generated information is not to be claimed as original work. Credit must be given for all graphics and information used. Refer to the Student Handbook for further details.

BATTERY

It is the responsibility of the student to charge the iPad/MacBook each night. When a student arrive at school, the iPad/Macbook should be fully charged. Classroom chargers can be utilized at teacher discretion.

STORAGE OF iPads/MacBooks

Students in grades 5-12 are expected to take their devices home from school each day. While on campus, iPads/MacBooks should be stored in a locker or locked teacher's room; this includes after-school activities. iPads/MacBooks are not to be stored in the gym, locker rooms, school bag, or the breezeway. iPads/MacBooks that are found unattended will be delivered to the appropriate school's Dean of Students.

iPad/MacBook CASE

All students are required to use school-issued cases at all times. A student is not allowed to remove the device from the case for any reason.

HANDLING of the iPads/MacBooks

All students should keep their devices in their backpacks as they move from class to class throughout the day. Students should not ever walk around with open MacBooks. Care should be taken in handling backpacks with devices in them to ensure protection of the devices. No graffiti, writing or marking on the macbook casing or case at all. No marking on keyboard keys or removing keys allowed.

SKINS / STICKERS

Students are not allowed to put "skins" or stickers on the surface of the iPad/MacBook or on the case. Barcode and sticker name tags should not be removed as they are used for identification purposes.

HEADPHONES / MUSIC

Headphones are only to be used with a teacher's permission. Storing music on a device is not allowed unless it is assigned by a teacher. Students are required to provide their own headphones and should be in-ear and wired, not bluetooth.

PRINTING

Each student will be given a printing allowance per quarter. If students need additional printing credits, they need to report to the NCS Tech Department. All student printing will be through the student-designated printer and will not be allowed during class times unless directed by a teacher. Printed material should be picked up the same day. Students are permitted to use home printers.

FACEBOOK / INSTAGRAM / YOUTUBE / SOCIAL MEDIA

Students are not allowed to post pictures that show NCS clothing or logos, as this is a means for outsiders to identify students. Comments or groups should not be created about other students or teachers. All material posted on social networking and video uploading sites that violate the honor code can result in disciplinary action.

HACKING / CHEATING

It is a violation of the honor code to attempt to hack the system or obtain administrative credentials. Trying to gain access a folder or application that is not openly available to students will result in disciplinary action.

Cheating using technology is a serious violation of the school's honor code and will be handled accordingly.

SUMMER GUIDELINES

Students who are enrolled for the following school year and in good standing with the NCS Business Office will be allowed to keep school-issued devices over the summer unless otherwise directed. Students should return at the start of school with a fully-functioning device and charger and may visit the Tech Department over the summer if any issues arise.

TECH SUPPORT

If students are in need of any support, they can submit a service request by emailing helpdesk@northlakechristian.org or visit the Tech Department. Students should plan to visit the Tech Department before or after school or during break times to minimize classroom disruptions.

REPAIR/REPLACEMENT

Students who encounter an iPad/MacBook problem must visit NCS Tech Department. Only NCS Tech Department has the right to repair NCS equipment. Student accounts will be billed a \$49 copay for each repair on an iPad and a \$99 copay for each repair on a MacBook. If there is excessive or intentional damage to school equipment, the actual repair cost may be billed in full to the student account. DO NOT bring the iPad/MacBook to a computer shop or the Apple store for repairs. If a device is lost or stolen, you must report that to NCS Tech Department and your principal immediately, plus a police report will have to be provided – otherwise, the student will have to pay the full value of the iPad/MacBook and case.

Lost supplies for iPads will be billed at:

- o \$19 for a USB cable
- o \$19 for 12w power brick
- o \$60 for case replacement
- o \$370 total iPad replacement

Lost MacBook supplies will be billed at:

- o \$49 for a MagSafe cable
- o \$39 for 30w power brick
- o \$30 for case replacement
- o \$980 total MacBook replacement

Acceptable Use Policy Upper School

Student Name: _____

Date: _____

Grade: _____

Please sign and return this form only to the school as soon as possible. You may keep the other pages for your records.

I have read and understand Northlake Christian School's Acceptable Use Policy and agree to abide by the requirements stated. Northlake Christian School is the owner of the iPad or MacBook. A student's use of the iPad/MacBook, Internet and/or email may be revoked, denied, or suspended by request of an administrator.

Decisions made by Northlake Christian School regarding unacceptable computer use are final.

I have read and agree to abide by the NCS Honor Code and understand the ramifications if I choose not to do so.

HONOR CODE

I want to be a person who seeks God first,
above pursuit of my personal gain or pleasure.
I ask God to change my heart to be more like Jesus
so I may live more fully for His honor and glory.
Today, with God's help, I commit to being honest,
respectful of others and their property, cooperative
with all school authorities and
active in service to others. On my word of honor, I
will strive to be an exemplary citizen of Northlake
Christian School