East Dayton Christian School
Acceptable Use Policy for Technology

K-12th grade students have the opportunity to use a chromebook in the classroom. HS students will be issued a chrome book, charger, and chrome book cover. K-8 students will be assigned a chrome book that will be used in the classroom. If a chromebook is damaged while in the possession of a 3rd-12th grade student, they may serve detention and/or Saturday School. They will also be responsible for repairing or replacing the chromebook. In addition, HS will be charged for chrome book cover replacement if a student writes on or puts stickers on the cover. All repairs or replacement purchases will be done by EDCS/Gem City Digital.

Student and Staff Access to Computers, Telecommunications, Electronic, and Networked Information Resources

East Dayton Christian School recognizes that as computers, telecommunications and other new technologies change the ways that information may be accessed, communicated and transferred, those changes may also alter instruction, staff and student learning. Electronic information services are available to students, teachers and staff in our schools. Our goal in providing this service is to promote education excellence by resource sharing, innovation, and communication. Telecommunications, because it may lead to any publicly available file server in the world, will open classrooms to electronic information which may not have been screened by our staff prior to use by students of various ages. Internet access, monitoring software, and filtering systems are in place at East Dayton Christian School. East Dayton Christian School will make every effort to protect students and teachers from any misuses or abuses of the information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

While computers and the school-area network are provided for staff and students to conduct research and communicate with others, access to such will be provided to staff who shall act in a considerate and responsible manner. Such will also be provided to students who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply to all computer use and users (See Student Handbook). Based upon needs determined by designated staff, student use of telecommunications and electronic resources may be permitted upon demonstration of proficiency. Student use shall require submission of agreement forms by the parent and by the student. EDCS supports and respects each family's right to decide whether or not to apply for student access while at school. Parents are ultimately responsible for setting and conveying the standards that their children should follow when using telecommunications and electronic information sources.

Instruction Acceptable Use Policy or Agreement

Internet access is supplied by MetaSolutions. In addition, we use the Securly web filtering software and Gaggle to filter email and Google drive. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computer and network resources. Students or staff knowingly violating the terms of this policy or agreement will be dealt with according to the student or staff discipline policies of East Dayton Christian School and or civil authorities, and such activities may result in termination of their account/access and/or expulsion from school or termination of employment.

When an enrollment form is signed by the parent/guardian, this document becomes a legally binding contract and indicates those who have signed have read this AUP. All staff of East Dayton Christian School are expected to follow this policy and will be required to sign an East Dayton Christian School User agreement, which will be legally binding.

Terms and Conditions

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Nor reasonable expectation of continued use or access shall exist. The administration, faculty, and staff of East Dayton Christian School may deny, revoke, or suspend specific user accounts/access.

1. ACCEPTABLE USE. The use of your account and/or access must be consistent with the education objectives of the East Dayton Christian School.
    a. Use of electronic resources for recreational entertainment is prohibited.
    b. To transmit or knowingly receive any materials in violation of any United States, State of Ohio, or East Dayton Christian School regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
    c. Commercial activities, product advertising, political lobbying and extensive personal use are prohibited.
    d. Use of other organization networks or computing resources must comply with rules appropriate to that network.
2. NETWORK ETIQUETTE. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    a. Be polite. Never send, or encourage others to send abusive messages.
    b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images. Illegal activities of any kind are strictly forbidden. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally!
    c. Privacy. Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
    d. Electronic mail. Electronic mail (e-mail) is not guaranteed to be private. **With Google Apps for Education, we are able to offer student emails and Google drive for each student in grades 6-12. This will be the only email students will use while on school property. We also offer Google Drive for grades K-5.** All students will use Google Drive for document storage **. Students will not be allowed to use flash drives in school owned computers to eliminate the transfer of viruses to the school network.** Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users. Messages relating to or in support of illegal activities must be reported to the authorities.
    e. Do not use computers or the network in such a way that you would disrupt the use by other people. **Talk, Write, and Chat usage by students is prohibited** . Chain letters and Inter-Relay chat are misuses of the system.

f. Permission of the tech office must be obtained before downloading large files. Do not install programs on a computer.

3. SERVICES. East Dayton Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. East Dayton Christian School will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or user errors or omissions. Use of any information obtained via the information system is at your own risk. East Dayton Christian School specifically denies any responsibility for the accuracy of information obtained through its services.
4. SECURITY. Security on our computer system is a high priority due to the large number of users. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator or faculty member. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
5. VANDALISM. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.
6. Any problems, which arise from the use of an account, are the liability or responsibility of the account holder or user. All account holders or users hereby release East Dayton Christian School from any and all claims or damages or any nature arising from their access, use, or inability to access services.

East Dayton Christian School will use work/photos of students in conjunction with the schools' homepage on the World Wide Web and/or EDCS Social Media sites. **If you do not wish for your child's work/photo to be posted on the school web site and/or EDCS Social Media sites, as parent or guardian it will be your responsibility to complete the East Dayton Christian School Privacy Form to request that your child's work/photo not be posted on East Dayton Christian School sites and return it to the Technology Director.**

East Dayton Christian School Student User Agreement

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of East Dayton Christian School. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the East Dayton Christian School electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless East Dayton Christian School from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Parent or Guardian Consent for Internet Use

Parents and guardians need to be aware that a relatively small portion of information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. East Dayton Christian School does not condone the use of such materials and will not allow the use of such materials in school. East Dayton Christian

School will diligently work to eliminate these materials by using filters to eliminate such material from our network. It is impossible to restrict access to every controversial item. For this reason, we are giving parents and guardians the option of not permitting their child to have access to the Internet, under the supervision of staff, for educational purposes. If you do not wish your child to have access to the Internet in school, please fill out the **East Dayton Christian School Student Privacy Form and return to the Technology Director.**

As the parent or guardian of the student agreeing with the online enrollment form, I have read the electronic resources Acceptable Use Policy and guideline for student use established by the East Dayton Christian School. I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computer or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media. EDCS utilizes many different computer software applications and web-based services operated by third parties such as Google, Adobe, etc. In order for our students to utilize these services, the service provider often requests the student's personal information. Under the federal Children's Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits EDCS to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student's personal information. The Acceptable Use Policy for Technology (AUP) will constitute consent for our schools to provide a student's personal information to the services on file in the Technology Office. A list of all applications and statuses can be found on the EDCS website under the Technology tab>Student Data Privacy Agreement link. Some of the applications are listed with a status of "In Use/No Agreement." These applications will not sign a data privacy agreement but we have deemed them necessary for classwork completion. By signing the enrollment application, you are consenting to the use of these applications.

STUDENT PRIVACY FORM

I understand and will abide by the procedures and Acceptable Use Policy for electronic resources of East Dayton Christian School. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the East Dayton Christian School electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless East Dayton Christian School from all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Student Privacy

From time to time, EDCS may publish examples of student projects, athletic activity, group photographs, or student recognition on the EDCS website, on school publications, and/or video/digital media. A student's personal information will NOT be published.

- My child may use the Internet while at school according to the rules outlined in the EDCS Acceptable Use Policy for Technology
- My student's photo and/or selected projects may be published on EDCS website, school publications, and/or school's video/digital media.

If I do not agree with the above statements, you will need to fill out an EDCS Student Privacy Form found on the website under Student Life>Technology and return it to the Technology Director.

General Computer Guidelines include, but are not limited by:

➢ Students will never share their password with another student. Passwords should always be kept confidential.

➢ Grades 6-12 students are provided a school email through Google Apps for Education. **This will be the only email students will use while on school property.**

➢ Students will store all documents on Google drive. **Students will not be allowed to use flash drives in school owned computers to eliminate the transfer of viruses to the school network.**

➢ **Students will use EDCS technology for school-related work only.**

➢ Downloading and streaming music and videos is not allowed.

➢ **Talk, Write, and Chat usage by students is prohibited.**

➢ Students are prohibited from playing games during the instructional day.

➢ Students are prohibited from accessing or attempting to access sites that have been intentionally blocked by EDCS technology staff . This will result in disciplinary action.

➢ Any computer communication will be used only for legitimate and responsible communication between students and faculty for K-8, and between students, faculty, and the outside world for high school. Bullying, rude, abusive, threatening, or otherwise inappropriate language is not permitted.

➢ Students will never share personal information about themselves or others while using the school computers.

➢ Internet access, school email, and other media that are accessed, created or stored on EDCS computers are the sole property of the School. **The School has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.**

- ➢ Parents, guardians, and students do not have a right or expectation of privacy for any use of the school network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures, are prohibited.

- ➢ Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud can result in serious disciplinary action, which may include an arrest if state law is violated. Ignorance of these regulations will not excuse an infraction.

- ➢ Technology privileges can be taken away at any time for disciplinary reasons.

As the parent or guardian of the student agreeing with the East Dayton Christian School online enrollment packet , I understand that I agree with the following:

- ➢ **I have read the electronic resources Acceptable Use Policy and general computer guidelines for student use established by the East Dayton Christian School.**
- ➢ **I also grant permission for my son or daughter to access networked computer services such as electronic school email and Internet.**
- ➢ **I understand and agree that individuals and families may be held liable for violations.**
- ➢ **I understand that some materials on the computer or Internet are objectionable, but I accept responsibility for guidance of computer or Internet use - setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media.**
- ➢ **If a chromebook is damaged while in the possession of the student, they may serve a detention and/or Saturday School. In addition, they will be responsible for repairing or replacing the chromebook. All repairs will be done by EDCS/Gem City.**
- ➢ **Student use of chromebooks shall require submission of Student Technology Guidelines form signed by the parent and the K-12 student.**

EDCS is pleased to subscribe to various external services to enhance and promote the educational mission of the school, and student use of these services must comply with the EDCS Acceptable Use Policy for Technology Policy. When any of these services are available for student use away from the school, the student must comply with the EDCS Acceptable Use Policy for Technology Policy while using the services. EDCS carefully chooses such services for their educational usefulness and appropriateness for use in a Christian school.