STUDENT TECHNOLOGY AND INTERNET POLICY

Conestoga Christian School provides access to technology and the Internet for students to enhance the school's educational program. CCS provides a filtered and monitored Internet service to help prevent access to inappropriate materials. The Internet is made available for students to locate materials to meet their educational information needs. CCS faculty and the technology staff will work together to help students develop the critical thinking skills necessary to discriminate among information sources and to evaluate and use information that will prepare them for responsible participation in home, church, and community.

This policy is in place to protect our network as well as our students and staff from issues such as inappropriate content, viruses, spyware, malware, and other destructive factors. **Whenever using the CCS network, CCS Google Workspace accounts, school Chromebooks, and the Internet, students must use care and wisdom.**

1. Conestoga Christian School will provide computer hardware and software for students to use to support and further the school's educational and ministry objectives. The hardware and software are the property of CCS.
2. Access to CCS technology resources is a privilege and not a right. Any improper use of the equipment or the network may result in a temporary or permanent loss of that privilege.
3. Only CCS technology staff may install software or otherwise modify CCS equipment. Users must avoid any action which might download and/or install software, plug-ins, applications, extensions etc. CCS reserves the right to remove unauthorized software.
4. Students are not permitted to use their own portable media (i.e. flash drives, SD cards) in any CCS computer. (Any exceptions must be cleared with a faculty/staff member who will monitor the use.)
5. Students will turn in most assignments digitally. Printing from CCS computers will be rare. Most of the time, students needing to have something printed will send it to (or share it with) a teacher for printing.
6. Student use of email during school hours should be limited to what is necessary for school use. A student's school provided Google email account should be used for all school work, *but not for personal correspondence* or non school-related information.
7. CCS has software and systems in place that monitor and record all Internet usage on our network or our devices (for example, Chromebooks provided by CCS). Internet usage is filtered, and searches and sites visited are logged. No student should have any expectation of privacy as to his or her computer or Internet usage, or as to any information stored in the computer, within his or her Google account, in his or her email, or on the network.
8. CCS students must follow all state and federal laws relating to computer use. This includes laws related to copyright, software piracy, harassment, and storage and transmission of intimate or lewd images.
9. The use of mobile phones, cameras of any kind, or other personal electronic devices is strictly forbidden in locker rooms and restrooms.
10. All students must log on to CCS computers or Chromebooks using their own assigned user name and a unique password and must log off when finished. Passwords and user names may not be shared.
11. Student Internet use is provided for educational purposes only. Students may use the Internet for research related to class projects, to access the news, and to further their general knowledge in compliance with this policy.
12. Student computer use or Internet access may be observed, limited, or denied at the discretion of the teacher, staff member, study hall monitor, or administration.
13. Students may not participate in or access, social networking sites, or similar peer-to-peer social sites (including, but not limited to Facebook, Instagram, Twitter, TikTok, etc.) **from any device, personal or school-owned,** on campus during the school day without express permission from the supervising teacher.
14. Students are not permitted to use instant messaging, Snapchat, email chat features, or any similar peer-to-peer communication **from any device, personal or school-owned,** on the CCS campus during school hours unless specifically directed or given permission to do so by a teacher or staff member. (Specific high school mobile phone texting policies may be found in the CCS cell phone policy.)
15. All use of the CCS computer network, devices, and Internet is expected to be decent and appropriate to our Christian environment. Use of the network or school devices to access, store and/or transmit illegal, indecent, sexually oriented, violent, discriminatory, racist, profane, or otherwise inappropriate material will result in disciplinary action.
16. The CCS network may not be used for any Internet games not specifically approved by CCS. This applies to both CCS and student owned devices. Gambling sites are never allowed.
17. Any games, including games that are loaded on CCS computers, personal devices and/or online games, may only be used before or after school (not during study halls or class periods) unless specifically directed or permitted by a teacher.
18. Students may not use the CCS network or school owned devices for commercial purposes (i.e., buying or selling).
19. The use of YouTube is available in "Restricted Mode" and high school students may sign in with their CCS credentials to access otherwise restricted videos which have been approved by their teachers.
20. **Occasionally, under special circumstances**, students may be permitted to bring their own laptop or tablet to school with permission for a limited time. Student laptops or tablets **must** be registered with the Director of Technology and Media before the first use on campus **each year**. Student owned laptops/tablets are subject to all of the same rules as CCS computers while here on campus.
    a. Student personal laptop/tablet use is to be connected to school-related projects. Students must follow the CCS Technology and Internet Policy when using their personal laptops/tablets. No games or other unapproved programs (either locally loaded or on-line) may be accessed by student laptops/tablets while at school.
    b. Students who choose to bring their own devices to school do so at their own risk. CCS does not assume responsibility for their loss, damage, or theft. CCS staff will not troubleshoot or repair any student owned device.
    c. Students are only permitted to access the internet on campus using the school's designated Student WIFI network. Use of 3G/4G/LTE (mobile phone data networks), personal wireless hotspots, or ad hoc networks is not permitted. The only student owned devices which are permitted to access the internet are laptops or tablets which have been registered. Student personal devices will be given access to the Student WIFI network if approved and registered.

Revised March 2022

Conestoga Christian School
Technology and Internet Policy
Student/Parent Agreement Signature Page

Student name: _____   **Grade:_____**

Please read and initial the following statements and sign this agreement. Parents or guardians also need to sign student agreements.

Students, put your **initials** beside each statement:

_____1. I **have read and understand** the **full** Conestoga Christian School Student Technology and Internet Policy and agree to follow the directives stated.

_____ 2. I understand I must not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their consent.

_____ 3. I understand I must not send and/or store images that could be interpreted as harassment/ bullying/ or embarrassing toward others.

_____ 4. I understand that use of mobile phones, cameras of any kind, or other personal electronic devices is strictly forbidden in locker rooms and restrooms.

_____5. I understand that the use of CCS technology resources is a privilege and not a right and may be revoked if this policy is not adhered to. Additional disciplinary action may also be taken.

_____6. I agree to log on to the CCS network or CCS devices using my own user name and password and not to share this information with other students.

_____ 7. I recognize that all use of computer systems and networks on the CCS campus (whether CCS computers or individual devices) and all use of CCS owned Chromebooks in any location, including off campus, is subject to review, monitoring, and/or filtering by administration or technology staff.

_____ 8. I understand that all internet access at CCS must be achieved by using the CCS WIFI network. Mobile phone data networks, personal hotspots, or other ad-hoc networks may not be used.

_____ 9. I understand that my web browsing is subject to monitoring by the administration and staff of CCS at any time. While using a school owned device or when using the school network with any device, one owned by the school or a personal device, I understand that my activities should not be considered private.

_____ 10. I will not install any software onto CCS computers, download any programs, insert my own portable media, or otherwise modify CCS computers without specific direction from CCS staff. I will respect the school's computers and network and will refrain from any activity which could cause harm to either.

_____ 11. I will only use CCS technology resources for appropriate, ethical and permissible activities as outlined in the policy.

_____ 12. I understand that the use of YouTube is available in "Restricted Mode" and that high school students may sign in with their CCS credentials to access otherwise restricted videos which have been approved by their teachers.

Student signature _____ Date _____

Parent/guardian signature _____ Date _____

Parents: Please be aware that you may request that your child's Internet access account be immediately disabled by verbal or written notice to the CCS Administrator and the Director of Technology and Media.

Revised July 2021