

Technology Use Policy for Rainbow Christian Academy

2019-2020

Rainbow Christian Academy believes that the proper use of technology can transform a classroom, allowing students to be more active participants in their own educational process. The internet is an ever growing collection of linked computer networks around the world. Rainbow Christian Academy students have access to this incredible source of information through their wireless laptop computers. The use of the Internet in school is a privilege, and with this privilege comes responsibility. To this end, Rainbow Christian Academy will hold a network user responsible for unacceptable uses of the network. Those choosing to disregard these rules will be given appropriate warning; repeated offences will result in the curtailing of network privileges.

Families are encouraged to set similar ethical standards for technology use at home.

Responsibilities:

- **Back up all school work files (students are responsible for backing up their own files).**
- Respect the School's technology resources.
- Protect your Username and Password.
- When using email accounts, be aware that email is not confidential.
 - 1 Use appropriate language.
 - 2 Do not reveal personal information.
 - 3 Email should only be used for school related communication.
- Always carry the laptop in the protective case.
- Students should demonstrate ethical behavior when using computers on Rainbow Christian Academy's network.
- Students are responsible for the security of their laptop. The laptop must be locked in the locker if not required in class.
- Adhere to all laws concerning the use and distribution of copyrighted software.

Restrictions:

- Students are never to access someone else's account or impersonate another user on the Network or Internet. Impersonating someone's email is **illegal**.
- Using email/internet in an offensive matter is not allowed. (Intimidation, Profanity or Bulling is strictly prohibited) (Inappropriate attachments are prohibited)
- Sending chain letters is prohibited.
- Installation/usage of computer games is strictly prohibited.
- Installation/usage of software to **legally or illegally** download/transfer music, movies, books, magazine for software is strictly prohibited. (Sample: Itunes, Limewire, etc)
- Access to any social network site (sample: Instagram, Snapchat, House Party) is strictly prohibited.
- Student shall not violate copyright laws or use the intellectual property of another individual or organization without permission.
- Installation of any software not provided by or approved by Rainbow Christian Academy.

Unattended Laptops

- Laptops are never to be left unattended. If a laptop is found unattended, it will be brought to the Principals office. The following will be applied prior to having the laptop returned to the student:

1. First Offense: A parent conference and demerit
2. Second Offense: \$50.00 fine, one after school detention & loss of technology usage for 2 days.
3. Third Offense: \$100.00 fine, two after school detentions and a parent conference & loss of technology usage for 1 week.

Misuse of Laptop Technology

1. Warning
2. 1 week with no laptop
3. Entire quarter with no laptop
4. Continuous misuse will result in loss of laptop privilege for the academic year

Unsupported Software:

All students, along with their parent(s) or legal guardian are asked to read, discuss and sign the Rainbow Christian Academy Acceptable Use Policy. This signature indicates full cooperation with Rainbow Christian Academy's computer and Internet use policy.

I understand and agree to abide by all of the provisions of the Rainbow Christian Academy Acceptable Use Policy:

Student Name (Print) _____ **Grade** _____

Signature _____ **Date** _____

Parent/Guardian (Print)_____

Signature_____