

Computer Network, & Internet Acceptable Use Policy for Victory Students 2017-2018

TABLET ACCEPTABLE USE POLICY (Android, Apple, Chrome, or Window devise)

Victory Christian Academy is pleased to offer students a learning experience that utilizes tablets in a 1-to-1 environment. Utilizing the Tablet at Victory Christian Academy gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

Returning students who are renting Tablets should bear in mind that the Tablets remain Victory Christian Academy property and are subject to the same acceptable use guidelines as all other Victory Christian Academy-provided electronic devices.

All Tablets, rented or owned, must be enrolled in our on-campus Mobile Device Management system (MDM) in order to be used while on-campus.

Victory Christian Academy reserves the right to confiscate and search a student's Tablet to ensure compliance with the Acceptable Use Policy.

Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession of rented Tablets, banning internet access to student Tablets, and parent conferences. **In the event of repossession or confiscation, completion of all class work remains the responsibility of the student.** Victory Christian Academy is not responsible for the financial loss of any personal files that are deleted.

Student Responsibilities:

Students are required to purchase protective covers/cases for rented Tablets. The case must cover the front and back of the Tablet. Rugged cases are made by a number of companies and are a good investment if you are rough on your devices.

The Tablet screen is made of glass and therefore is subject to cracking and breaking if misused.

Never drop or place heavy objects (books, laptops, etc.) on top of the Tablet.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the Tablet's screen.

Defacing of rented Tablets, including the ID LOGO, in any way is prohibited (stickers, markers, etc...)

To extend battery life, students should always turn off and secure their Tablet after work is completed. Do not subject the Tablet to extreme heat or cold (do not store in vehicles).

Students will be permitted to take their rented Tablet home during the summer months under the following conditions:

- Student has enrolled for following year and paid registration fee.
- Tuition for the previous year(s) is not delinquent.

Safeguarding and Maintaining as an Academic Tool:

The Tablet is required to be at school every day, fully charged. Charging at school is prohibited.

If a Tablet is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their Tablet. **Repeat offenses will require a parent meeting with the Principal and/or technology director.**

Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.

Items deleted from the Tablet cannot be 'undeleted', so backing up your work is very important. Work completed on the Tablet should be saved to your DRIVE account.

Preloaded apps may not be deleted and they must be updated periodically.

Memory space is limited. Academic content takes precedence over personal files and apps.

In the case of memory space conflict, personal files/apps must be removed at the student's expense.

Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students. The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.

The whereabouts of the Tablet should be known at all times. It is student responsibility to keep their Tablet safe and secure.

Tablets belonging to other students are not to be tampered with in any manner. If a Tablet is found unattended, it should be given to the nearest faculty/staff member.

Lost, Damaged or Stolen Tablet:

If a Tablet is lost, stolen, or damaged, the Principal's Office must be notified immediately.

Tablets that are believed to be stolen can be tracked through the Mobile Device Management System. Lost Tablets that cannot be recovered are capable of being remotely wiped. The student is responsible for the cost of replacing a rented Tablet that is lost, stolen, or damaged.

Rented Tablets Only: Damaged Tablets should be brought to Administrator in order to be repaired or replaced. Once you have turned in a damaged Tablet and paid the applicable fee (see below), you will be issued another Tablet to use while your device is being serviced. The fee schedule for damaged Tablets carries over from one year to the next and is as follows:

<i>First Repair:</i>	<i>\$30</i>
<i>Second Repair:</i>	<i>\$50</i>
<i>Third Repair:</i>	<i>Family will be billed for the full cost of the Tablet</i>

Note: If you are likely to break your Tablet, or have already broken one, we highly recommend investing in a rugged case to avoid having to pay for the Tablet.

Stolen Tablets will follow same payment plan as above if accompanied by a Police Report. The student/family is responsible for submitting the police report within 30 days of the loss. If no report is submitted or the Tablet lost due to negligence, the family will be billed for the full cost of Tablet.

Lost Tablets are not covered and therefore families are responsible for the full replacement cost of any lost Tablet that does not fall under the stolen Tablet category above.

Student-Owned Tablets: We *strongly urge* families to purchase a protection plan such as those offered by AppleCare and Squaretrade. Students must have a Tablet with them each day. In the event that a student damages a personal Tablet, it is the family's responsibility to make the necessary arrangements. *Note: Smartphones may not be used in lieu of Tablets.*

Tablet Use and Monitoring

The Tablet is subject to routine monitoring by teachers, administrators, and the technology staff. The Victory Christian Academy Technology Department will periodically monitor Tablet wireless activity. If the acceptable use policy is violated, parents will be notified and disciplinary action will follow.

Prohibited Uses Include:

- Games – Games may not be opened or played during any class period or passing period, regardless of whether the teacher has finished for the day. Games may only be played at break, lunch, and before/after school.
 - Accessing Inappropriate Materials - All material on the Tablet must adhere to the values and mission of Victory Christian Academy. Students must abide by these same guidelines when using lab computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. The use of alternate DNS's and proxy sites are also prohibited.
 - Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
 - Violating Copyrights - Students are allowed to have music and install apps on their Tablet's, however the items downloaded and synced to the Tablet must be in compliance with Federal copyright laws.
 - Cameras - Students must use good judgment and follow the predefined Victory Christian Academy rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in restrooms or private areas, regardless of intent, will be treated as a serious violation.
 - Use of the camera and microphone are strictly prohibited in the classroom and common areas unless permission is granted by a teacher.
 - Misuse of Passwords/Unauthorized Access - Students must set a passcode to their Tablet to prevent other students from misusing their Tablet. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action.
 - Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.
 - Jailbreaking – Jailbreaking is the process that removes any limitations placed on the Tablet by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.
 - **Tampering with School-Assigned Profiles – Students must not remove or otherwise modify the Tablet profiles that have been issued by the school.**
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COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY

Victory Christian Academy High School is pleased to make available to students access to the school Network and to the Internet. In order for us to be able to continue to make the computer Network and Internet access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the Network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Listed below are the provisions of your agreement regarding computer Network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied and he/she may be subject to additional disciplinary action.

Student Access

A student who submits a properly signed Policy and Agreement to the school and follows the policy to which he has agreed will be permitted access to the VICTORY CHRISTIAN ACADEMY Network and Internet. Students will be asked to sign a new Policy and Agreement **each year** during which they are students at Lutheran High School before they are given access to the Network and the Internet.

Guidelines:

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and stay away from these sites.

- **Electronic Correspondence on VICTORY CHRISTIAN ACADEMY computers is allowed only through your VICTORY CHRISTIAN ACADEMY provided account and should be used for school purposes only. ***All other correspondence is prohibited.*** This includes but is not limited to: chat rooms, personal email accounts, instant messages, blogs, or any form of correspondence not authorized by your teacher(s).
- The following uses are also **prohibited:**
- Offering for sale or use any substance which is prohibited by Victory Christian Academy Student Handbook; Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law;
- Intruding into the school network or the computer of others;
- Downloading any programs or files, such as but not limited to MP3s files, onto computers or user directories, or for the purpose of saving to disks or USB memory accessories;
- Game/music playing on VICTORY CHRISTIAN ACADEMY computers;
- Using Proxy servers;

- Commercial use; Students may not sell, buy or bid on anything over the Internet. Students may not supply private information about you or others, including credit card numbers, social security numbers, private addresses, etc.
- Connecting a personal laptop to the VICTORY CHRISTIAN ACADEMY Network without permission.
- **You must not disclose or share your password with others.**
- Only school issued DVD/CDs can be used on VICTORY CHRISTIAN ACADEMY computers.

Privacy: Network and Internet access is provided as a tool for your education. Victory Christian Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of Victory Christian Academy and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement: The student's use of the computer Network and Internet is a privilege, not a right. A user who violates this policy and breaches his Agreement, will receive a minimum of two weeks suspension from the school network. Any second offense will result in disciplinary action, determined by the Principal.

Return this form (this page only) to school office. Every student must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing **Tablet Acceptable Use Policy** and the **Computer, Network, and Internet Acceptable Use Policy**. I agree that in keeping with the spirit and philosophy of Victory Christian Academy, it is ultimately my responsibility to make good choices when I use the Tablet and computer network. Should I commit any violation or in any way misuse my access to the VICTORY CHRISTIAN ACADEMY computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Name: _____
(Please print clearly)

User Signature: _____

ID Number: _____ Date: _____

Parent or Guardian Network Usage Agreement

Return this form to school office. As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of Victory Christian Academy **Tablet Acceptable Use Policy**, and the **Computer, Network, and Internet Acceptable Use Policy** for the students' access to the school's computer network and 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 and controversial materials and understand my child's responsibility for abiding by both Policies.

I am therefore signing this Policy and agree to indemnify and hold harmless Victory Christian Academy against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of and access to such networks or his/her violation of the foregoing Policy. Also, in the case of lost, stolen, or damaged Tablet, I accept responsibility for its replacement cost.

I hereby give permission for my child to use the Tablet and the building-approved account to access the computer network and the Internet.

Parent/Guardian Name: _____
(Please print clearly)

Parent/Guardian's Signature: _____ Date: _____

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