



## 2022-2023 Technology Acceptable Use Agreement

**Please read the following, sign the signature page (student & parent), and return the signature form to your homeroom /1st period teacher.**

Technology is used at Real Life Christian Academy to support teaching and learning. Our desire is to integrate the benefits of technology in the learning environment while teaching wise stewardship and biblical principles as they relate to the use of technology.

The parent and student understand that devices are only being loaned to the student and they remain the property of Real Life Christian Academy.

Students are responsible for their actions when using the following:

- Desktop computers, laptops, iPads, and other technology tools
- RLCA network, Internet, email, and other messaging forms
- Personal cell phones, tablets, and other electronic devices
- Other devices owned by the school for academic use (cameras, science technology, etc)

The use of technology at RLCA must be consistent with the academic and spiritual goals of the school. Access to the technology is given to students who agree to act in a considerate manner and follow the RLCA Code of Conduct and school rules when using the system. Computer files, network storage areas, and school email accounts will be treated like student lockers. System administrators and school staff may monitor or review files and communications to maintain system integrity and to ensure responsible system use. Violations may result in the loss of access as well as other disciplinary or legal action.

NOTE: The school's blocking and filtering measures restrict access to material harmful to minors in accordance with the Children's Internet Protection Act (CIPA).

### ***Acceptable uses of technology for students***

- Accessing systems using only authorized usernames/passwords; sharing passwords or other information is a violation of this Responsible Use policy

- Using technology at Real Life Christian Academy in a manner consistent with the academic and spiritual goals of the school.
- Adhering to the RLCA Student Handbook's Technology Usage Policy

***Unacceptable uses of technology for students (may result in disciplinary or legal action)***

- Harassing, insulting, or attacking others (this includes on or off campus)
- Intentionally damaging computers, software, systems, or networks
- Revealing personal information, school information including students and staff, or parents' personal information such as an address, telephone number, credit card numbers, passwords, or other type of sensitive data
- Sending or displaying messages or pictures that are offensive
- Cyber-bullying in any form via email, chat, social media, or web posting
- Using obscene or profane language on any medium or in any way
- Using the network for personal entertainment or for illegal or commercial purposes, including "hacking" and other unauthorized access
- Using or bypassing another person's username and password
- Trespassing in another's folder, work, personal accounts, or files
- Using applications designed to bypass Internet firewalls or web-filtering is strictly prohibited and may result in immediate account suspension and may also result in suspension, expulsion or other appropriate disciplinary action.
- Plagiarism or copyright infringement: Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Users may not install or use any Internet-based file sharing program designed to facilitate the sharing of copyrighted material. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism.

**Personally-Owned Devices**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours unless instructed by a teacher or staff member for educational purposes. Because of security concerns, these devices are not to be used during school hours.

**Electronic Mail**

Electronic mail is a communications tool that will be provided to current academy students. Email messages should not be considered private. Both the text of these messages and the

sender's email address can be intercepted as the messages are routed. The following guidelines should be observed when using email.

- Do not reveal personal information about yourself or others in any email message. This includes your home address, phone number, Social Security number, birth date, and other personal information.
- Do not use email for personal mass mailings such as chain letters, garage sales, advertising, etc.
- Inform the appropriate school staff member or supervisor immediately if you receive any improper email messages.
- Students should use school-provided email for school purposes only

***Any postings/communication on social networking sites (Edsby, Facebook, Twitter, Snapchat, Instagram, etc) that cause a disruption to the school's learning environment may be cause for investigation and disciplinary action***

## **IN THE EVENT OF LOSS, THEFT, OR DAMAGE**

If the Equipment is damaged,lost, or stolen parents/students will be held financially responsible for the repair or replacement of the equipment.The student may be issued a "loaner" device for a period of no more than 30 days while repairs are being completed or a replacement is being purchased. If the "loaner" device is lost or stolen, the parent/student will be responsible for its full replacement cost. In the event of loss or theft of equipment, the student will immediately file a report with the Police or law enforcement and contact the Real Life Administration.

## **RETURNING THE EQUIPMENT**

Students must immediately return/check-in equipment and all related accessories (including chargers, cables, and software) at the request of the academy, including representatives of the Administration and Information technology.

If a student withdraws or transfers from the Academy, they will immediately return the equipment and all related accessories. Failure to return the equipment will result in it being disabled and rendered nonfunctional with a charge for its replacement applied to the family's academy account through the Finance Office. Past-due accounts with the Finance Office may incur finance charges and trigger collection efforts.

## **G Suite for Education**

In order to create a safe, effective way for students and staff to communicate with one

another, the Real Life Christian Academy provides each student with a unique username and password which will be used for access to technology and digital resources. Student RLCA account information looks like an email address but, depending on the student's age or grade, may or may not have an actual email address tied to the account. For students who are assigned an email address, their RLCA account username will be the same as their email address. Students that do not yet have an email account will still receive a RLCA student account, however, their account will not be linked to an email account. Students will also have access to G Suite for Education applications for use. These applications run on an Internet domain purchased by Real Life and are intended for educational use. Your student's teachers may utilize these tools for lessons, assignments, and communication. These applications include word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. This suite of applications is available in "the cloud", which allows students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer and from any location such as school, home, public library or any other place with internet access.

Access to, and the use of, G Suite for Education is considered a privilege and benefit to students. Real Life Christian Academy maintains the right to immediately revoke this access and use of the Google Apps suite, including Gmail, where the school has reason to believe violations of law or school policy have occurred. Guidelines for use of G Suite for Education:

- Not all tools are used at all grade levels. For Kindergarten through fifth grade, student email and other apps are only turned on at the principal's request.
- Students are only allowed to email other staff and students in the district. They cannot send or receive emails to any address other than @rlca.school, @real.life @getreallife.com unless approved by administrative staff for educational purposes only.
- Student email is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by administrators at any time, should the Administration deem it necessary.
- Students will have no expectation of privacy with their G Suite for Education account, and thus should remain committed to using it academically and professionally.
- Students shall not share their passwords with anyone else, nor shall students use anyone else's password. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.
- Students will avoid, at all costs, using their G Suite for Education account to promote any unlawful activities or personal financial gain.
- Students will not post personal contact information about themselves or other people using their G Suite for Education account.
- Inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will not be tolerated. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will inform a member of the school staff should they receive any message that is inappropriate or makes them feel uncomfortable.

**Students who knowingly allow other individuals to use their personal login information are responsible for anything that may occur (usage violations and/or damages) to the device during that time. If the other individual is a RLCA student they may also face corrective action and/or restitution.**

**Corrective Action:** Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention and/or suspension from school and school-related activities
- Legal action and/or prosecution

Other conditions to be determined by administration may include suspension/restrictions of network, technology, or computer privileges, restitution and notification of law enforcement and possible prosecution.

**The parent and student must sign this agreement on the following Signature Page.**

## Technology Acceptable Use Agreement Signature Page

### For Student:

As a user of technology at Real Life Christian Academy, I have read and agree to comply with the Acceptable Use Policy stated here and the Student Handbook's Technology Usage Policy. Should I commit any violation, my access privilege may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Name of Student \_\_\_\_\_ Student Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

1st period

Teacher: \_\_\_\_\_

### For Parent:

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access RLCA services including email and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information.

Name of Parent/Legal Guardian \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_