

# Immanuel Christian School

## Technology Acceptable Use Policy

Updated July 2022

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Using the Immanuel Christian School (ICS) computer network is a privilege. All students using the ICS network may obtain an ICS account from Miss Miller or Mrs. Lunney. The account includes an ICS email account.

### CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

From the Federal Trade Commission: "COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age" ([ftc.gov](http://ftc.gov)).

In order to effectively complete schoolwork and be part of Google Classroom and NorthStar Academy classes (6th–12th grade), students will need an email address. Parents will need to grant permission for Immanuel Christian School (and in some cases, online partners such as NorthStar Academy) to create a Google or Outlook email account for their child(ren).

### SOCIAL MEDIA

Social media presents many opportunities for communication, and our students are daily participants on a variety of social media sites. Immanuel Christian School has no intention of attempting to monitor student behavior outside normal school functions, yet periodically matters do come to the attention of the administration that may raise concerns. When a student posts potentially damaging images or messages about self and/or others that may be interpreted as threatening and/or concerning, whether such posts occur during or outside of school, the ICS administration reserves the right to respond in order to assure and maintain the safety of the student body.

Students are to use discretion when posting thoughts and images on social media, regardless of where the postings originate. *Inappropriate messages, postings, and images may be reviewed by school officials. ICS administration may take disciplinary action for conduct by students that is illegal, obscene, immoral, threatening, of the occult, sexual, or reflecting disgracefully on the student or Immanuel Christian School.* A violation of this policy will be grounds for discipline up to and including expulsion. Any such discipline will be executed in consultation with the parents/guardians of the student(s) involved.

Students must use great discretion when on social media and be ever-aware of what is represented about self and God while posting on these sites, remembering that Christ is to be honored in everything we do.

### ELECTRONIC DEVICES *(for a typical school day when the building is open)*

When students use portable listening devices with headphones, they choose not to participate in the community life of the school; therefore, portable listening devices, including earbuds, are not to be operated at school during the school day, unless given permission by the teacher. This will include field trips and other events related to the school. Items used in violation of this rule may be confiscated and will have to be picked up at the school office. Repeat violations will become a disciplinary issue. Headphones may be used only by students for whom it is specifically noted in their learning support plan.

***Amendment for Remote Learning (Headphones):*** *We understand that many students use headphones or earbuds during live video conferencing with their teacher or class during remote*

*learning. This allows the student to better focus and listen to their teacher's instructions and teaching. This is acceptable. There are also times during in-person learning at school when students use headphones or earbuds; this is with approval from the student's teacher.*

### **CELL PHONES (and/or other devices used for texting and electronic communication, i.e., iPods, Tablets, etc.)**

Students may not text or use their electronic devices during the school day. Cell phone use is distracting for the student and disruptive for the rest of the class and the teacher. Therefore, **cell phones will need to be turned off at all times during the day and checked into an individual cell phone locker stored securely with the office before the school day begins.** Teachers will confiscate cell phones that are used or ring.

#### Exceptions:

- A) The student may ask for permission to use his or her cell phone to scan assignments or for other academic purposes. The student must ask for and receive permission from the teacher.
- B) If, in an emergency, a student needs to place or receive a phone call during the school day, the student may go to the office or ask for permission to use the school phone.

### **TABLETS, LAPTOPS**

These items may be used in class for class-related activities (i.e., research) based on the teacher's permission. **During study halls, the screen must be facing the teacher at all times.** Teachers may deny student use if the device is being used inappropriately and/or for non-class-related activities.

**Amendment for Remote Learning:** *Parents are responsible for how their students use devices at home. Immanuel Christian School has minimal controls on our network to aid with safety for students. However, controls are less rigid than one might expect to allow maximum flexibility for teachers to resource tools (videos) to enhance the learning experience. Immanuel Christian School assumes no responsibility for students using technology inappropriately.*

*Students who are using ICS Chromebooks need to understand that these do belong to the school and their use is monitored by the ICS administration.*

### **VIDEO CONFERENCING**

Faculty and staff use Google Meet video conferencing for live teacher-student instruction, as well as devotions and prayer time. Please follow these guidelines:

- Students should not be texting or participating in a side chat during class instruction time. This behavior will be treated as an infraction of the agreement to be responsible in the use of technology, and students may lose the privilege of being a part of the class for the next live class or meeting. Students will still be held accountable for completing their work.
- Students may not participate in a **LIVE** video conference with any employee of ICS (faculty, learning support instructional assistant, staff, or administration) from their bedroom. Students should have an appropriate place to do their schoolwork and participate in a **LIVE** video conference for academic purposes, other than their bedroom (i.e., kitchen table, dining room table, office, etc.).
- When students participate in a video conference, they should be dressed appropriately and in school dress code (polo shirt) for the learning environment. They should be ready to work and focused on learning.
- During LIVE video conferencing, students must leave their video turned ON, so that the teacher can see the student is attentive and engaged in learning.

- Teachers and staff may end a video conference early for any reason, especially if they feel uncomfortable. They will follow up with the parent.

## **BORROWED TECHNOLOGY**

Immanuel Christian School provides technology, which students may borrow for academic purposes, including Chromebooks, Windows laptops, headphones, webcams, mice, and computer chargers, as available. Students in grades 9–12 who do not have a computer to complete assignments at home, or who need a device for NorthStar classes, will be assigned a laptop and charger to take back and forth from home to school. These items are also available to K–8 students for remote learning times.

Each loaned out laptop and charger will be labeled with an ICS technology tracking number, as well as the student's name. The labels are not to be removed. If a label falls off or is damaged, the student is responsible for notifying the office so a replacement label may be printed and affixed to the item. All borrowed items are to be returned upon completion of the school year or upon leaving Immanuel Christian School.

Students who forget a laptop, charger, or headphones may sign out these items in the main office for one day. All one-day loan items are to be returned by the end of the school day on the day borrowed, unless the student is granted permission by a staff member to borrow an item for an extended period of time.

Students are responsible for taking good care of all items they borrow. If a student decides to loan a borrowed item to another student, and the other student loses or damages it, the first student will be held responsible for figuring out the replacement of the item. Borrowing items is a privilege, and loaned out items should be taken care of just as a personal item. **Any items that are lost or damaged due to negligence will need to be replaced or reimbursed by the student or student's family.**