Round Rock Christian Academy
Acceptable Use Policy (AUP) for Technology

Round Rock Christian Academy is committed to its mission to be a Christ-centered, college preparatory school equipping and developing students to effectively integrate Biblical truth and academic learning into their daily lives to impact their community for Christ. RRCA recognizes that the use of instructional technology is one way of meeting the school's vision and equipping students with the necessary skills to be responsible and productive citizens.

This policy applies to all technology resources in use by RRCA students, whether student-owned or school issued. It includes but is not limited to computers, phones, video equipment, copiers, printers, email addresses and information storage devices. The use of these resources is a privilege and must be treated as such by all students. RRCA provides students with access to its technology resources for academic purposes only. RRCA reserves the right to access and monitor all aspects of its technology systems and devices, and students should not expect any information stored on RRCA equipment or systems to be private.

Any failure to follow the guidelines and rules that are listed below is a violation of the school's Acceptable Use Policy. The consequences of violating these policies will be consistent with the school's discipline policy. For violations, access to technology may be revoked for a period of time in addition to probation, detention, suspension, or expulsion from school.

General Guidelines

- Each teacher has the discretion to allow and regulate the use of technology devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during class time, unless otherwise allowed by a teacher.
- Devices may only be used to access data or internet sites which are relevant to the classroom curriculum.

Bring Your Own Technology (BYOT Guidelines)

- RRCA will allow personal devices on the public network when specifically permitted by the teacher to enhance classroom instruction. Acceptable personal devices include electronic tablets, laptops, e-readers, smartphones, and Ipods. Handheld devices such as MP3/4 players and video game playing devices are NOT identified as approved learning tools and are not permitted for instructional use.
- Bringing a device on premises that infects the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is prohibited.

- Processing or accessing information on school property related to hacking, altering or bypassing network security policies is prohibited.
- Devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices is not permitted at school.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at RRCA.
- **Lost, Stolen, or Damaged Devices:** Each user is responsible for his/her own device and should use it responsibly and appropriately. Round Rock Christian Academy takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Technology Usage Guidelines

1. Students are to use on campus internet access for strictly academic purposes. Examples of websites or images that may not be viewed at RRCA include but are not limited to the following:

   - recreational use of sites such as Twitter, Facebook, YouTube, Pandora, etc.
   - gaming or gambling sites
   - pornographic or otherwise sexually explicit sites
   - sites promoting "how to" documents encouraging violence or illegal acts
   - sites that promote racism or hate speech

2. Students may not use technological tools with malicious intent, for example, to bully or harass others, including creating false accounts to embarrass, harass, or intimidate others. Students may not knowingly post information that could cause damage or the danger of disruption to RRCA or any other organization or person.

3. All students must respect the privacy of others. Any attempt to access private electronic files, phone, or email messages is considered theft.

4. Students may not in any way vandalize equipment or software that belongs to RRCA or any other organization to which RRCA has access. Examples of unacceptable behavior include but are not limited to the following:

   - damaging, hacking, or destroying networks, computer hardware or software
   - physical abuse to equipment
   - the creation or intentional use of malicious programs

5. If damage occurs to any RRCA technology equipment, devices, or software, whether accidently or with intent, the damage should be reported to a teacher or administrator. Students should not attempt to self-repair or troubleshoot technology problems. Students or responsible party may be held responsible for the cost of repairing devices or equipment.

6. Students who are issued an RRCA email are expected to check and read their RRCA email daily. Faculty and administrators use email to communicate with students and for official notices.

7. Students may never share their RRCA email password with anyone else. Stolen or lost passwords can create significant problems for the student and for the school.

8. Students may not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language.

9. Students may not use RRCA technological systems for any purpose that is illegal and/or violates school rules.

10. Students may not misuse RRCA or personal distribution lists or discussion groups for sending irrelevant messages.

11. Students may not use RRCA technology systems or devices for private gain or any commercial purpose.

12. Students must adhere to the license agreements for installing/copying software that is purchased by the school.

Student Agreement and Compliance

I accept and agree to abide by the guidelines and rules in the RRCA Acceptable Usage Policy for Technology. I realize that the use of technology at RRCA is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking my use of technology, disciplinary action, and/or expulsion from school. I will be a good steward of computer equipment, and I will not tamper with hardware, software, or desktop configurations.

I agree not to participate in the transfer or viewing of inappropriate or illegal materials through the RRCA internet connection. I understand that in some cases the transfer of such material may result in legal action against me.

Printed Student Name: _____ Date:_____

Student Signature: _____

Adapted from John Burroughs school
http://jburroughs.org/accepable-use-policy