



## **Round Rock Christian Academy Technology Acceptable Use Policy and Chromebook Use Agreement**

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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.

### **Technology Use 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 social media 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 technology devices 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 accidentally 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 accountable 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 technology systems or devices 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.

### **Purpose of RRCA Chromebooks**

To create a collaborative learning environment for students, Round Rock Christian Academy issues students in K-12<sup>th</sup> grades a Chromebook. Students in K-5<sup>th</sup> grade will leave their Chromebooks in the classroom, while 6<sup>th</sup>-12<sup>th</sup> graders will keep theirs in their possession. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful programs and websites. The supplied device is an educational tool and not intended for social networking or gaming.

## RRCA Issue of Chromebooks

- RRCA has Chromebooks to issue for students in K-12<sup>th</sup> grades. All RRCA-issued Chromebooks are insured so that they can be repaired in the event of device malfunction or accidental damage.
- Students are prohibited from using a personal laptop, tablet, Chromebook, or other similar electronic device on campus. Students in high school who have a demonstrated need to bring their own device must first get approval from Administration. The following items apply to personal devices:
  - Personal devices are subject to search by school administrators if the device is suspected to have been used in 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.
  - **Lost, Stolen, or Damaged Devices:** Each user is responsible for his/her own personal device and should use it responsibly and appropriately. RRCA takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

## Returning Issued Chromebooks

Chromebooks may be collected at the end of each school year and high school students will be reissued the same Chromebook each year they are enrolled at RRCA. Students leaving Round Rock Christian Academy must return the school owned Chromebook. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified. Students who lose a school issued Chromebook will be required to pay \$300 for its replacement and a \$26 relicensing fee to connect the Chromebook to the school's google network. Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

## Physical Care of the Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to the office so that they can be repaired and taken care of properly. ***Do not take school owned Chromebooks to an outside computer service for any types of repairs or maintenance.***

### General Guidelines

- Chromebooks must have the RRCA Asset label on them at all times and this tag must not be removed or altered in any way.
- No food or drink should ever be near the Chromebook.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Do not stack things on top of a Chromebook, or cover/block any of the vents.
- Chromebooks should never be left in a car or left unsupervised, for security and to prevent temperature related issues.
- **Students are responsible for bringing completely charged Chromebooks each day.**

## **Carrying Chromebooks**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and secured when moving from place to place. Do not leave the power cord plugged in when moving the device.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Keep the case on the Chromebook at all times.

## **Screen Care**

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers).
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place the device near magnets or anything with a high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

## **Using Chromebooks at School**

- Chromebooks are intended for use at school each day.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.
- Students must adhere to teacher expectations and rules for Chromebook use in the classroom.

## **Charging Chromebooks**

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- The classrooms are not equipped for Chromebook charging.

## **Chromebooks Left at Home**

- If students leave their Chromebook at home, they will be allowed to call their parent/guardian to bring it to school. This should occur before the school day starts, between classes or at lunch time to reduce distractions during the school day.
- Students who do not have their Chromebook at school must comply with teacher-specific procedures for completion of assignments.
- Repeat violations of this policy could result in disciplinary action.

## **Chromebooks Needing Repair**

- Chromebooks needing repair will need to be taken to the office. All insurance claims must be reported to and processed by RRCA. Students or parents must provide a report in instances of theft, vandalism or fire-related damage. (Theft and Vandalism require a police report.)

- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook. This will void the warranty and negate the purchased insurance.
- A loaner Chromebooks may be issued if available to the student when their Chromebook is out for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Additional fees may be assessed for damages to or loss of a loaner unit.

### **Account Access**

- Students are required and only permitted to use their [\\*@rrcastudents.com](mailto:*@rrcastudents.com) domain user ID and password to protect their accounts and are required to keep that password confidential.
- To ensure the safety of their Google account, students must log out of their Chromebook when it is not in use. Students should also log out of their Google account on other devices when not in use.

### **Passwords and Background Images**

- Take care to protect your password. Do not share your password.
- Password resets can be requested at the school office with Mrs. Grosser.
- Inappropriate media may not be used as a screensaver or background.
- Information/pictures referencing guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or anything else deemed inappropriate by RRCA staff will result in disciplinary action.

### **Audio Restrictions**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used for educational purposes at the discretion of the teacher. Students should bring their own headphones/earbuds for personal use.

### **Printing from your Chromebook**

- RRCA encourages digital transfer of information by sharing and/or emailing papers, information, assignments etc. to teachers.
- Printing to RRCA network printers is available.

### **Home Use and Internet Access**

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is just as important as in school. Please refer to the care section.
- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to access and retrieve educational content used in classes and/or complete assignments with the Chromebook successfully.
- Student may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook.

### **Managing and Saving Digital Work with a Chromebook**

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to

create different types of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.

- With an Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Please note that the school will not back up your data for you. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Prior to leaving the school, or graduating, students may want to transfer data to their personal Gmail account.
- Since all of the student's work will be saved to Google Drive, Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **Chromebook Operating System**

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the internet. **It does not run Microsoft/Windows application software or Mac application software.** When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operation system.

### **Virus Protection & Additional Software**

The Chromebook is built with layers of protection against malware and security attacks. Data is stored in the cloud, so there's no need to worry about lost homework.

### **Google Apps for Education Account**

Google Apps for Education accounts (including Gmail) will be given to all students in the private RRCA Google Apps for Education domain. The only identifiable information provided to Google will be the student's name and the school provided email address. This is necessary to permit students with access to a Chromebook and additionally give students the ability to participate in communication with peers and staff for educational use.

### **Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of school asset tag and serial number
- Individual user account name and password
- MAC address of the Chromebook

### **Legal Property**

- Students need to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not a defense. If you are unsure, ask a teacher or your parent.
- Plagiarism is a violation of the student code of conduct. The student should cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Please refer to the complete Cheating/Plagiarism Policy located in the Student Discipline Handbook.

### **Chromebook Responsibility and Compliance**

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network use, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure the appropriate use.
- By signing below, the student agrees to abide by the policies and procedures listed in this Technology Acceptable Use Policy and Chromebook Use Agreement.

### **Student Agreement and Compliance**

I accept and agree to abide by the guidelines and rules listed in this Technology Acceptable Use Policy and Chromebook Use Agreement. 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. Students can also indicate their agreement to this policy by completing the online form (link on website).

Printed Student Name	
Student Signature	
Date	

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