

## **Technology Acceptable Use Policy**

### **General Information**

- Annapolis Area Christian School provides computer equipment, computer services, and internet access to its students and staff for educational purposes. The guidelines listed below are meant to protect the students, staff, and the community from any misuse of this equipment or data.

### **General Principles of Sharing**

- The user agrees not to use school devices or services to publish, in any form or location, any information which violates or infringes on the rights of any other person or any information which is abusive, profane, or offensive to any other person.
- The user agrees not to share their password with any person other than their guardians. They agree to use reasonable precautions in keeping their password secure.
- The user agrees not to loan laptops or other school equipment to other students, siblings, or friends.
- The user agrees not to borrow a laptop from another student. They may, with permission, *use* another student's device at school, as long as they sign in with their own account.

### **Content Filter**

- The Children's Internet Protection Act (CIPA) directs school districts to protect children from inappropriate material on the Internet or material deemed harmful to minors. To comply with this law, AACS routes internet traffic through a CIPA compliant filter. These filters are designed to block objectionable material and should not be bypassed.
- All Chromebooks, regardless of physical location (in or out of school) will have internet activity logged and filtered. Websites may be blocked either during or after school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- Students will receive school issued email accounts. These accounts are a part of Google Workspace, a suite of tools that are administered by AACS. The school will seek permission granted from parents in the event that changes should be made to this form of electronic communication.
- Students should not access any email service on their school device outside of their school email account.
- Intentionally bypassing content filter settings is not permitted.

### **Security**

- Security on any computer system is a high priority. Any student who tries to bypass or exploit security measures will face appropriate consequences.
- Use of another student's account or computer without their consent or knowledge is unacceptable.
- Usernames and passwords are not public information and should be kept private. Sharing this information is prohibited.

### **Expectations of Integrity for AACS students:**

- Using AACS technologies to support learning and complete assignments
- Collaborating with students and staff during academic and extracurricular activities
- Seeking permission prior to recording (or photographing) classroom presentations or activities
- Using God honoring language during online communications
- Respecting copyright when accessing or using online media
- Owning mistakes
- Keeping account information, including the account information of others, private
- Protecting school-owned equipment from damage or theft
- Seeking ways to use technology to glorify God and build community
- Reporting inappropriate content

### **Possible consequences for violating guidelines and disregarding the expectations listed above:**

- Discussion with teachers, tech staff, and/or administrators
- Forfeiting the right to take your laptop home
- Paying for damaged or lost equipment
- Loss of computer privileges
- Other school discipline

## Student Contract

I have read the above policy, and I understand and will obey its rules. I understand that breaking these school rules means breaking the promise I'm making with the school, and may result in consequences. I understand that if at any time I have questions about whether an action is okay or not, according to the rules, I may ask an adult at school.

I also will agree to handle my Chromebook with respect and to take care of it to the best of my abilities.

Print Name: \_\_\_\_\_

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

\_\_\_\_\_  
Date

## Parent/Guardian

As a parent or guardian of the student listed above, I have read this document. I understand that access to technology at the Annapolis Area Christian School is designed for educational purposes and that the school has taken precautions to safeguard students. However, I also recognize that it is impossible for Annapolis Area Christian School and its staff to restrict access to all controversial or inappropriate material. I hereby give my permission for AACCS to issue a Google Chromebook to my child and agree to partner with them in monitoring my child's use of the device, with the intention of seeing them develop a healthy relationship with technology.

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date