

SUMMIT CHRISTIAN ACADEMY TECHNOLOGY USE STUDENT CONTRACT

TO BE COMPLETED BY GRADES 3-12

SCA is pleased to offer students access to technology resources that operate in a safe, filtered Internet environment. To gain access to the Internet, all students must obtain permission as verified by signatures on this form. All personal and school-owned devices will be subject to the terms of this contract while on campus.

The following regulations govern network and device use at SCA:

For All Students:

Google Accounts

- While at school, students should only use their school-issued Google account (@realschoolspirit.org).
- All students have unlimited storage for files in their Google account. Students should only save documents to this account.
- Your school-issued Google account will be suspended when you are no longer enrolled at SCA, but will not be removed for five years.
- Students should not email teachers or other students with personal email accounts.
- Your password should always be private information that only you and your parents know.

Device Use

- All devices should be used as educational tools/resources and never to harm other people, play games at school, or manipulate their work.
- The use of any technology for the purpose of cheating is prohibited.
- All copyright and trademark rights need to be followed.
- Notify your instructor or administrator immediately if you encounter inappropriate or offensive language, images, or messages.
- Students are not allowed to use mobile device cameras or recording apps at any time unless permission has been granted by the supervising teacher, administrator, or technology team.
- Personalized screensavers, wallpapers, and protective covers are permitted on personally owned devices. Inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate or threatening language, drugs, alcohol, or gang-related images are not permitted and are subject to disciplinary action.
- Students should only touch, use, or move their own device. If it is necessary to touch, use, or move another student's device, you need to have their permission prior to doing anything or disciplinary action may occur.
- Reckless usage and handling of any technology device or computer equipment may result in the student being held financially responsible for damage to equipment as well as disciplinary action.
- It is the student's responsibility to report any individual who is treating any equipment roughly, accessing areas on the SCA network or the Internet that are inappropriate, or trying to intentionally destroy any programs or properties.

For Secondary Students:

- For the 2019-20 school year, all new high school students will be required to use a Chromebook or Macbook. If a student currently owns an iPad and that device breaks during the year, they will need to replace it with a Chromebook or Macbook.
- Secondary students have the ability to print work at SCA at the cost of \$.10 per page to be charged to their family FACTS account.
- Your iPad or Macbook device name should include your first and last name under settings.
- Students should use the SummitChristian Wifi network and should not use alternate internet sources (i.e., 3G, 4G LTE, personal hotspot, etc.), install VPN apps, or use VPN login tools that bypass the school's network.
- Any app or other personal software application that is found to be malicious to the network or violates these technology guidelines will need to be removed or uninstalled.

- Using iMessage, FaceTime, Skype, Social Media, and texting on your devices during school hours is not permitted.
- SCA recommends your device never leave your sight unless secured in your locker but at the least in your backpack or bag.
- SCA recommends that you never loan your device to another student.

For School-Owned Chromebooks:

- Chromebooks are to remain at school at all times.
- Students should not Powerwash or reset their Chromebook.
- Students should only sign into their Chromebook using their school-issued Google account (@realschoolspirit.org).
- Students are expected to accept the responsibility of caring for their Chromebook just as they would any textbook or other school-issued item.
- All Chromebooks need to be kept in the same condition as when they were checked out (i.e., no personal stickers or labels, no software, apps, games, downloaded or installed).
- SCA will maintain Chromebooks unless there is damage due to accident, abuse, or misuse.
- Junior High students will pick up their Chromebook each morning and return it at the end of each school day from the Learning Commons cabinet.
- Junior High students are expected to return their Chromebook to the Learning Commons cabinet by 4 p.m. each day. Consequences for not returning their Chromebook are as follows:
 - First time - students will receive a warning
 - Second time - lunch detention in the office
 - Third time - meeting with the principal, lunch detention in the office
 - Fourth time - other possible consequences

Administrative Expectations

Students should understand that the use of the network and devices while at school is a privilege. Students are responsible for displaying behavior that reflects godly digital citizenship. General school rules for behavior and communication apply, especially as communications on the network are often public in nature. The user is responsible for personal actions in accessing and using the school's network, SCA technology resources, and/or personal devices while on campus.

Consequences for Poor Choices

Teachers, administrators, and the technology team may revoke personal use of any equipment at any time if a student is found to be in violation of any part of this agreement. Possible discipline may include and is not limited to:

- The device may be taken to the office. If so, the student or parent will be allowed to pick up the device at the end of the school day. (In some cases, only a parent may pick up the device.)
- The student may be suspended from their device for a period of time.
- The student may receive an after-school detention.
- Student participation in a conference with the teacher, administrator, and parent/guardian.

The administration will have final authority over the student's privilege to use SCA technology resources or personally owned devices on campus and may exercise additional actions depending on the severity of the infraction(s). Repeated offenses may incur a more severe penalty.

All questions concerning this contract should be directed to the administration.

As a parent or guardian of an SCA student, I have read the SCA Student Technology Contract. I will go over it with my student. I understand that this agreement will be kept on file at the school and that my child will be required to follow all tenets of this document.

SCA TECHNOLOGY USE STUDENT CONTRACT ACKNOWLEDGEMENT PAGE

As a parent or guardian of a student at SCA, I have read the Technology Use Student Contract. I will go over it with my student. I understand that this agreement will be kept on file at the school and that my child will be required to follow all tenets of this document.

Please sign one document per child.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

As a user of the SCA campus technology network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name & Grade (printed)

Student Signature

Date