

Student Technology User Agreement

Summit Christian Academy (SCA) is committed to using technology to provide an excellent learning experience for all students and provides students access to technology in order to support the mission of the school and to enhance the curriculum and learning opportunities in the classroom. 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. The use of SCA technology by students is a privilege and students are subject to all applicable school policies and regulations, and state and federal laws. All personal and school-owned devices will be subject to the terms of this agreement.

Parent Responsibilities

SCA desires to provide supportive and open communication concerning technology as we partner together to “train up a child in the way that he should go.” A strong partnership between school and home will help students “reach their God-given potential.” As such, our Technology Team offers several trainings, one of which is required:

- Required trainings offered during Open House:
 - Junior High Chromebook Initiation Training for Students and Parents (Required)
- Recommended trainings offered Friday mornings in Sept, Oct, Jan, and Feb:
 - FACT SIS 101: Details on using the school management system to your greatest benefit as parents (EE-12th)
 - Canvas 101: Details on using SCA’s curriculum system (7-12)

You can sign up for all training sessions through a Signup Genius sign up, which will be emailed to you or in the daily announcements.

Parent responsibilities are to:

- Review the information in this Student Technology User Agreement.
- Sign the Student Technology User Agreement and return it to school with your student so he or she can receive the device during registration.
- Monitor student use away from school.
- Help students properly care for school-owned devices outside of school.

Google Accounts

For all school activities and responsibilities, students should only use their school-issued Google account (@realschoolspirit.org).

- File storage is unlimited - students should always save documents to this account.
- Communication is monitored - students should not email teachers or other students with personal email accounts.

Student Email Access

- K-2 - Students do not have access to email from their Google accounts.
- 3-6 - Students can only send and receive emails from SCA Google accounts (students/teachers) but have been asked not to email other students.
- 7-8 - Students can only send and receive emails from SCA Google accounts (students/teachers).
- 9-12 - Students can email SCA and non-SCA email accounts.

Account Access

- For students who withdraw from SCA prior to graduation, school-issued Google accounts will immediately be deactivated.
- SCA alumni will have access to their Google accounts for 1 year following graduation to provide time to transfer any documents/contacts to a personal account, at which time their accounts will be deactivated.
- SCA alumni accounts that Google reports as potentially hazardous to our domain will be immediately deactivated.
- Your student account information should be private information that only you, your parents, and the school Technology Team have access to.
 - Students will receive a handout with all of their account information at orientation. This information needs to be kept in a safe place.
 - Parents/Guardians will be emailed their student's account information within a week after the first day of school.

Security with Securly

The Securly Chrome extension is active on Chromebooks when students are signed into their school accounts. It is also active on Macbooks when they are signed in and synced to their school account in Chrome. There are three Securly products we use that you should be familiar with: Filter, Aware, and Classroom.

- **Filter** is a cloud-based web filter that protects students. It is designed to block inappropriate traffic for a safe experience on any device, anywhere students go.
- **Aware** provides real-time scanning of email and Google Drive documents for signs of nudity, cyberbullying, suicide, and violence.

- **Classroom** is a classroom management tool. It allows teachers to see students' screens during class for accountability and allows teachers to block students from accessing information during assessments they are not supposed to access.

General Device Information

Secondary Students

- All new High School students are required to provide their own Chromebook or Macbook for school use.
- Devices that run on a Windows or Android Operating System are not allowed for students at SCA.
- Junior High students should not bring their own devices to school. They will only be allowed to use school-issued devices.
- Students should only sign into their Chromebook using their school-issued Google account (@realschoolspirit.org).
- Devices should only be connected to the school provided student WiFi network. Students should not use the Guest-WiFi network or personal hotspots.
- Your Macbook device name should include your first and last name. This can be updated by going to Sharing in System Settings and updating your Hostname.
- Headphones and earbuds are only allowed in class at the teacher's requested need.

For School-Owned Devices

- Chromebooks are to remain at school at all times unless you have a signed parent release form.
- Students should not Powerwash or reset their Chromebook.
- Elementary students will keep their Chromebooks in carts in their classroom.
- Junior High students will pick up their Chromebook each morning from the cabinet in the Learning Commons and return it by 4:00PM to the same place at the end of each school day (unless you have been approved to take it home).

Consequences for not returning their Chromebook are as follows:

- First time - 1st Warning
- Second time - 2nd Warning
- Third time - Lunch detention in the Sec. Office
- Fourth time - Lunch detention in the Sec. Office
- Fifth time - Lunch detention in the Sec. Office
- Sixth time - After school detention with the Tech Team
- Seventh time - After school detention with the Sec. Office

Receiving and Returning Your Device

Students in 3rd-8th grades will receive a device to use at school. Before students can use the device, parents and students MUST submit a signed Technology Student User Agreement to acknowledge receipt of the device and understanding of responsibilities related to the device.

The device must be returned to the school

- at the end of the school year
- upon withdrawal or transfer to another school
- at the request of the school.

It must be returned in working order with all parts and accessories included or the appropriate fees will be assessed. Please see the Repair/Replacement Costs guidelines in this handbook for the fee schedule.

Caring For Your Device

Students are expected to accept the responsibility of caring for their Chromebook just as they would any textbook or other school-issued item. Proper use and care of your school-issued device is essential. This includes caring for the included power cord (if applicable). Please follow these guidelines.

At all times

- Follow the *Responsible Use of Technology* guidelines in this handbook.
- Protect your device from damage due to food, liquids or extreme heat or cold.
- Do not place items on top of your device.

At school

- Do not leave your device unattended or on the floor.
- Secure your device properly in your bag or backpack when not in use.
- Have your power cord with you (if applicable).

At home

- Charge your device every night. Students are expected to come to school with a fully charged device.
- Do not leave your device unattended where it could be accidentally damaged by food, liquids, pets or small children.

Traveling to and from school

- Do not leave your device in a vehicle or on the school bus.
- In public, keep your device out of view.
- Secure your device properly in your bag or backpack while traveling.

Device care

- Use a soft, dry microfiber or lint-free cloth to clean your device screen.
- Report any issues with your device promptly to a parent, teacher, or school official.
- Do not remove the school barcode or school identification sticker from your device.
- Do not install, uninstall or modify any application, game or operating system component without school authorization.
- Do not deface the device exterior. Stickers are not allowed to be placed on school devices.
- Do not take of your case or put anything inside it.

Repair/Replacement Costs

SCA will pay to maintain Chromebooks unless there is damage due to accident, abuse, or misuse. If a lost or stolen school-issued device is not recovered or if a school-issued device is otherwise damaged, the student and the student's parent(s) or guardian(s) are financially responsible for the repair and/or replacement cost for the device.

The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device.

Device replacement	\$270
Motherboard	\$179
i/o Board	\$49
Screen repair or replacement	\$65
Battery	\$69
Power cord	\$25
Palmrest w/Keyboard	\$89
Bottom Case	\$29
Rear Housing	\$59

Should your student's device become damaged, they will be provided a loaner device while their assigned device is being repaired. This loaner device may not be of equivalent performance or features.

*** All repairs must be made by SCA employees or SCA approved technicians ***

Responsible Use Of Technology

Students and parents must acknowledge they have read this policy, including its regulation, and understand that violation of this policy could result in a loss of privileges and further disciplinary action.

Prohibited uses

Your student is responsible for his or her own actions involving technology, along with personal files, passwords and accounts. Uses and activities that are expressly prohibited include:

- Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- Soliciting or distributing information with the intent to threaten, harass or bully others.
- Using technology for any illegal activity or activity that violates other Board policies, procedures and/or school rules.
- Copying, downloading, or using copyrighted materials, including software, without the permission of the copyright owner or express authorization of the student's teacher or principal.
- Using your device in a manner which violates the school's policy on Cheating and Plagiarism. (See Student Handbook)
- Using an unreasonably high level of Internet bandwidth.
- While at school, using technology for nonschool-related purposes.
- Using, touching, or moving a device that is not your own without permission.
- Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
- Any malicious use, disruption or harm to the school's technology devices, networks and Internet services, including, but not limited to, hacking activities, creating or uploading malware, or using personal hotspots.
- Recording videos or taking pictures of others during school without their permission.
- Misuse of a school name or logo on a personal website that gives the reader the impression that the website is an official school website.
- Posting inappropriate and/or disrespectful content on social media, as SCA students are expected to uphold SCA core values as addressed in the Community Compact.

SCA retains control, custody and supervision of all school devices and data and reserves the right to monitor student usage/activity of all technology including email and stored files.

Getting Tech Help

Students can visit the Tech Office in the Mezzanine to get help with:

- Connecting to the Internet
- Google Password Help
- Troubleshooting Canvas or other classroom curriculum
- Printing issues
- Locating a lost/stolen device

If a student's personal device is not working properly or isn't charged, they may be able to check out a loaner device while their device is out of commission. This loaner device may not be of equivalent performance or features, however, students are still responsible for the care of the device while they are using it.

Students can also email tech support at tech@sca-kc.org.

Tech Recommendations for High School devices:

Chromebooks should have at least 4GB RAM and be able to receive automatic updates for the Operating System.

Macbooks should be kept up to date with all security and operating system updates.

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 technology equipment, personal or school-owned, 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 given extremely restricted access to the network.
- 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, IT personnel, 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.

SCA Student Technology Contract Acknowledgement Page for the 2023-24 School Year

I understand that this agreement will be kept on file at the school and that I will be required to follow all tenets of this document.

As a user of the SCA technology network, I agree to comply with the above stated policies and to use the network in an appropriate manner.

_____	_____	_____	_____
Student Name	Grade	Student Signature	Date

As a parent of an SCA student in grades K-12, I agree to comply with the above stated policies and encourage my child to use the network in an appropriate manner.

_____	_____	_____
Parent Name	Parent Signature	Date