

# 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:

- Recommended trainings offered some 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-12)
  - Canvas 101: Details on using SCA's curriculum system (6-12)

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

### Parent responsibilities are to:

- Review the information in this Student Technology User Agreement.
- Monitor student use away from school.
- Help students properly care for school-owned devices outside of school.

### New to the Student Technology User Agreement for the 25-26 school year:

- All incoming freshmen and new 9-12 grade students to SCA must provide their own Chromebook. In addition, returning students who have a Macbook, if something were to occur that would require the purchase of a new device, that device must be a Chromebook.
- Other changes to the Student Technology User Agreement are marked in red below.

## 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 3 months 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.
- **Please review Appendix A, which contains important information regarding how your student's personal information can be used by Google. (New for 2024-25)**

## 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 incoming freshman and new 9-12 grade students to SCA must provide their own Chromebook. In addition, returning students who have a Macbook, if something were to occur that would require the purchase of a new device, that device must be a Chromebook.
- Devices that run on a Windows, Android, or Linux Operating System are not allowed for students at SCA; only ChromeOS and MacOS devices are permitted.
- 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 signed into the wrong WiFi network or using a Personal Hotspot will be subject to the following consequences:
  - 1st Time - Device taken for the day and provided a school device
  - 2nd Time - Device taken for a week and provided a school device
  - 3rd Time - Student must use a school-issued Chromebook for the remainder of the year
- 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**

- Students should not Powerwash or reset their Chromebook.
- Elementary students will keep their Chromebooks in carts or lockers in their classroom. They should not be taken home.
- Junior High students will be issued a Chromebook and charger at the beginning of the year. They will use them at school and take them home each night to use for any homework. They are responsible for keeping them charged and ready to use each day at school.

## 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 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 off 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) and/or to bypass the school's content filtering or firewall (ie. Using personal hotspots, using a VPN)
- 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, **casting to or using bluetooth with a classroom device without explicit permission from the teacher.**
- 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](mailto: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 2025-26 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
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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. In addition, I give permission for Summit Christian Academy to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in Appendix A.

Parent Name	Parent Signature	Date
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# Student Technology User Agreement - Appendix A

## Google Workspace for Education FAQs

At Summit Christian Academy, we use Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At SCA, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, access Canvas and other third-party services, and learn 21st century digital citizenship skills.

The links below provide answers to common questions about what Google can and can't do with your child's personal information, including:

[What Core Services does my student have access to?](#)

[What Additional Services does my student have access to?](#)

[What are some examples of Third-Party apps my student has access to?](#)

[What personal information does Google collect?](#)

[How does Google use this information?](#)

[Will Google disclose my child's personal information?](#)

[Does Google use personal information for users in K-12 schools to target advertising?](#)

[Can my child share information with others using their Google account?](#)

## Google Workspace for Education Core Services

Students at Summit Christian Academy have access to the following Core Services: Assignments, Calendar, Classroom, Cloud Search, Drive and Docs, Gmail (3-12 grades only), Google Chrome Sync, Google Meet, Google Vault, Jamboard, Keep, Sites, and Tasks

## Google Workspace for Education Additional Services

Students at Summit Christian Academy have access to the following Additional Services: Applied Digital Skills, Chrome Web Store, Google Alerts, Google Bookmarks, Google Cloud Print, Google Earth, Google Maps, Google Photos, Google Translate, and YouTube.

## Google Workspace for Education Access to Third-Party Apps

Students under the age of 18 cannot connect their Google Workspace for Education accounts to third-party apps unless they have been given access by the SCA Tech Team. Currently, students have the ability to connect their accounts to over one hundred approved third-party apps. Some of our most accessed apps include: Quizlet, Google Drive LTI by Canvas, Blooket, Canvas, Canva, PaperCut Mobility Print, Kahoot!,

Grammarly, iOS, Kami, Securly, Quill.org, TypingClub, Prodigy Game (an elem math game), and NitroType.

## **What personal information does Google collect?**

When creating a student account, Summit Christian Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google Core Services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access

points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

## **How does Google use this information?**

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

## **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is

reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

## **Does Google use student personal information for users in K-12 schools to target advertising?**

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

## **Can my child share information with others using the Google Workspace for Education account?**

We allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

## **What if I have more questions or would like to read further?**

If you have questions about our use of Google's Google Workspace for Education accounts, please contact our Director of Technology, Dan Cockrell, at [dcockrell@sca-kc.org](mailto:dcockrell@sca-kc.org). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) (at <https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the [Cloud Data Processing Addendum](https://cloud.google.com/terms/data-processing-addendum) (at <https://cloud.google.com/terms/data-processing-addendum>).