

Pullman Christian School

Internet, PCS Network, & Technology Use Handbook

Grades 7th – 12th

PURPOSE & VISION

Technology has become an increasingly important tool in modern society. Pullman Christian School recognizes the importance of preparing students for the 21st Century skills necessary to be successful at school and at work. The PCS academic program works to enable our students with the ability to wisely utilize technology. Students are being prepared to engage the participatory culture of the future from a Biblical worldview. Technology greatly enhances literacy and competency in performing multitasking, networking and negotiating skills that are required in the workforce. In addition, PCS is deeply committed to teaching digital citizenship in order to enable students to honor God and respect others.

At PCS, each student in grades 7th-12th utilizes a Chromebook computer for classroom instruction, assignments, and homework. Similar technology programs are being used all over the world with positive results in student learning and engagement. PCS teachers employ computer technology for instruction, assignments, projects, research and assessment. The PCS program allows teachers to better meet individual student needs and facilitate the learning of each student. Through the 1:1 Chromebook Program, PCS has established a professional learning community where students are engaged and excited to meet the demands of the 21st century.

GENERAL REGULATIONS

The following regulations apply to any technology used by PCS students, including but not limited to Chromebooks, laptops, tablets, cellular devices, and electronic entertainment devices while on school grounds or during school sponsored events. These regulations are not intended to be exhaustive lists.

- I. Conduct, Ethical Requirements and Digital Citizenship
 - a. All use of technology must be consistent with the vision, mission, core purposes and goals of Pullman Christian School as stated in the PCS Parent-Student Handbook.
 - b. Students must always conduct themselves in a Christ-like manner and according to school policies. Students whose technology use violates the “Standards of Conduct” section of the PCS Parent-Student Handbook should expect restrictions related to future technology use in addition to other school discipline.
 - c. If a student has any programs, files, music, images, on a device that do not meet these standards of conduct, the student will be asked to

remove them or not to access them while on school grounds or during school events. The student may receive disciplinary action for possession of this content.

- i. Students are welcome to personalize the images and themes for their devices. However, if an image, theme, etc. is judged to be incompatible with the standard of conduct, the student will be asked to change it.
- ii. Programs, including games, on any device must be compatible with the standards of conduct. Gaming will not be allowed on campus unless directed otherwise by a teacher.
- iii. Artistic content, including music, on any device must be compatible with the standards of conduct. Only distinctly Christian music may be played at all times unless directed otherwise by a teacher.
- iv. Social networking programs or activities are rarely compatible with the school program's learning objectives, and are therefore prohibited unless directed otherwise by a teacher.
- v. Sound should be muted at all times, and headphones or earbuds are not permitted unless directed otherwise by a teacher.

II. Use of the Network

- a. Creating a personal mobile "hot spot," utilizing a proxy site, or any attempt to circumvent the PCS network safety features or filtering tools is prohibited.
- b. Students must be careful to avoid infecting the PCS network with a computer virus or any type of file designed to damage, alter, destroy, hack, or access unauthorized data or devices.
- c. Students will need some internet access outside of regular school hours to finish homework, projects, etc. The PCS lunchroom will be available until 5:30pm on weekdays for students to study and work on homework. There are many areas where free wireless internet is available.
- d. PCS cannot guarantee that the network will be working at all times. If internet does go down, instruction will be modified but will not stop.
- e. PCS cannot guarantee that a student will be able to print documents using school printers or supplies. Students should expect to print documents at home.

III. Internet Safety

- a. The PCS network has built in filters and safety measures designed to protect students.
- b. Students may neither upload nor download photos, videos, or other files or programs unless directed otherwise by a teacher. Students are not to open an email attachment or download software.
- c. Personal information is never to be given out online. If contact information is needed for any reason, the student is to use the contact information for PCS.

- d. Email and other communication services are to be used for school related tasks with people the student already knows. Students are not to email or communicate with people outside of the PCS network from their PCS account. If anyone from outside of the PCS network tries to contact a student, it should be reported to PCS staff immediately.
 - e. The use of technology to harm, harass, threaten, embarrass, or target another person is cyberbullying. A text, email, or other communication that may be interpreted as harsh, mean, cruel or otherwise hurtful, is a violation of the Golden Rule and is prohibited.
- VI. Plagiarism & Copying
- a. Plagiarizing someone else's work, including other students' or online resources is prohibited. All sources, including but not limited to images, pictures, websites, encyclopedias, and research should be cited to ensure that the student is not plagiarizing information.
 - b. All students are required to follow copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is prohibited.
- VII. Security, Damage & Liability
- a. Responsibility to keep the electronic devices secure rests with the individual owner. PCS is not liable for any device stolen or damages to it on campus.
 - b. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal possessions that are impacted in similar situations.

CHROMEBOOK SPECIFIC REGULATIONS

- I. Identification
- a. Some type of identification on the Chromebook itself will be required for security purposes. This identification must include the student's name and best contact information.
 - b. PCS recommends using the school's contact number and address instead of the student's personal information.
- II. Login and Password Protection
- a. Only the internet gateway provided by the school may be accessed, and only the student's PCS account is to be used. Students are not to access any personal accounts.
 - b. The student's PCS account will be password protected. PCS recommends that the Chromebook settings also include a password for startup.
 - c. Students will not be allowed to change the password for their PCS account as it is also the account information that will be needed to log into the PCS network.
 - d. Passwords should never be shared with anyone other than parents or guardians.

III. Updates, Maintenance & Repair

- a. Chromebooks are set to automatically download software and other updates when connected to a wireless network. Students are asked to not change any settings that would prevent this as it may result in a Chromebook running slowly or not working properly.
- b. The teachers and staff are trained to help troubleshoot common issues. Students are encouraged to seek help but they need to come in during a non-class time if the issue is not easily solved.
- c. Chromebooks will need to arrive at school each day with a fully charged battery. PCS will not guarantee that outlets will be available for a student who has forgotten to charge their Chromebook.

IV. Unusable Chromebooks

- a. Student textbooks, assignments, etc. are located on the Chromebook platform, making the Chromebook an integral component of the academic program. While violation of the PCS Internet, Network, and Technology Use Rules may result in revocation of internet and network privileges for a period of time, this is intended as a short-term discipline situation, not a long-term opt-out.
- b. If a student's personal Chromebook is unavailable for some reason, the student is responsible to complete all work as if the device was there. There may be a loaner device available for students to use, but the school cannot guarantee that one will be available at all times. Students will not receive an extension on homework or other assignments due to an unusable Chromebook.

Pullman Christian School

Internet, PCS Network, & Technology Use Agreement

Grades 7th – 12th

Students and parents/guardians participating in the PCS Chromebook Program must agree to the following conditions related to technology use on school grounds or during school functions:

1. I agree to take full responsibility for my technology device(s). PCS is not responsible for the security of my personally-owned technology, nor for the loss of files or work due to network issues.
2. I agree to follow all the requirements and restrictions described in the Internet, PCS Network, & Technology Use Handbook related to using technology for purposes relevant to classroom curriculum or other approved learning activities.
3. I agree to avoid any use of technology for illegal, unethical, obscene or inappropriate activities, or in support of such activities including, but not limited to the following:
 - a. Illegal activities shall be defined as those as a violation of local, state, and/or federal laws.
 - b. Unethical, obscene, or inappropriate use shall be defined as a violation of the intended purpose and goals of technology use such as:
 - Opening or viewing sites that propagate, condone, or promote profanity, sexual sin, violence or other behavior contrary to the spirit of the Student Conduct section of the PCS Handbook
 - Opening or viewing sites that propagate, condone, or promote anti-Christian values, contempt, rebellion, magic or the occult, or exhibit demonic imagery or influence
 - Opening, viewing, or participating in unsanctioned Internet games and/or role playing games
 - Engaging in any behavior or communication that harms, intimidates, harrasses or embarrasses another person, including sharing personal information and any form of cyberbullying
 - c. I agree to refrain from opening, viewing or participating in chat rooms, Facebook, Snapchat, Instagram, Twitter, or similar social networking programs.

- d. I agree that my online conduct (words, images, actions, etc.) must support a Christ-like image and uphold the PCS Student Conduct and Lifestyle Statement of the PCS Parent/Student Handbook.
4. I agree to limit myself to listening to only distinctly Christian music while on school campus or school trips.
 5. I agree to cooperate immediately with a teacher or administrator's request to shut down any technology or to close the screen. I agree that Pullman Christian School has the right to collect and examine my device if it is suspected of causing problems to the network or for any suspected violation of the Internet, PCS Network, & Technology Use Handbook.
 6. I agree to refrain from processing or accessing information related to hacking, altering, or bypassing network security policy or filters.
 7. I agree to refrain from the use of earbuds or headphones at any time, unless specifically directed by a teacher.
 8. I realize that printing from personal technology devices may not be possible at school.

I, _____ have read, understand, and pledge to follow the rules summarized as outlined in the Internet, PCS Network, & Technology Use Handbook. I further understand that many violations also involve a violation of the "Code of Conduct" section of the PCS Parent-Student Handbook and may result in the loss of network and/or electronic device privileges as well as other disciplinary action, while still being responsible for all school work.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____