

## Pullman Christian School

# Internet, PCS Network, & Technology Use Handbook

Grades 3<sup>rd</sup> – 12<sup>th</sup>

## PURPOSE & VISION

Pullman Christian School recognizes the importance of preparing students to successfully navigate the participatory nature of modern culture and technology from a Biblical worldview. At PCS, each student in grades 3<sup>rd</sup>-12<sup>th</sup> utilizes a Chromebook computer for some classroom instruction, assignments, and homework. Similar technology programs are being used all over the world with positive results in student learning and engagement. The PCS Chromebook program allows teachers to enhance scholarship while training students in the principles of digital citizenship.

## GENERAL REGULATIONS

The following regulations apply to any technology used by PCS students while on school grounds or during school sponsored events. As these regulations pertain to biblical lifestyle and moral choices, students are required to uphold them at all times whether at home, school, or elsewhere. These regulations are not intended to be exhaustive lists.

- I. Conduct, Ethical Requirements and Digital Citizenship
  - a. Students must always conduct themselves in a Christ-like manner and be consistent with the vision, mission, core purposes and goals of Pullman Christian School as stated in the PCS Parent-Student Handbook. 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.
  - b. If a student has any programs, games, files, music, images, etc. 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 inappropriate content.
  - c. During class time, acceptable technology use is limited to relevant educational purposes unless an exception is granted by a teacher. Students are required to turn electronic devices in to a collection area before the start of class.
  - d. While on campus or at school events, head phones and earbuds are not to be used and only distinctly Christian music may be played, 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.
  - 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. PCS student Gmail accounts can only receive emails from other PCS accounts.
  - b. Personal information is never to be given out online. Students may not post videos, pictures, etc. of another person without his/her permission.
  - c. 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 regarding all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is prohibited.
- VII. Security, Damage, & Liability
  - a. All devices should be password protected.
  - b. Responsibility for the security of any electronic device rests with the individual owner. PCS is not liable for theft or damage that occurs to a device on campus or at school events.

## CONSEQUENCES FOR VIOLATION OF ELECTRONICS POLICY

Consequences for violating the electronics use policy are listed below. These consequences would apply when a student uses electronics in blatant violation of policy (e.g. not just for forgetting to turn off the ringer of a cell phone). The term “confiscation”, as used below, will entail the student giving the device to the

receptionist upon arrival to school and picking it up at the end of the day of the scheduled confiscation period.

- **First offence** will be a one day confiscation (the remainder of the day when the offense occurs and all of the next day).
- **Second offence** will be a one day suspension and a five day confiscation (plus the remainder of the day when the offense occurs).
- **Third offence** will be a two day suspension and confiscation for the remainder of the school year.

Parents will be contacted each time an offense occurs. Students who fail to bring their electronic device to school during the scheduled confiscation period will remain in the waiting room until the parent can bring it in to the school or confirms it is at home.

## 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 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. The exception to this is that 3<sup>rd</sup>-6<sup>th</sup> grade students' Chromebooks will mostly remain in the classroom.
  - b. 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.
  - c. The teachers and staff are glad to help troubleshoot common problems.
- IV. Loss of Chromebook

- 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 Agreement 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 in the school office for students to use. The school cannot guarantee that a loaner Chromebook will be available at all times nor should it be borrowed for more than one consecutive week of use. Students will not receive an extension on homework or other assignments due to an unusable Chromebook.

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## Internet, PCS Network, & Technology Use Agreement

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Students participating in the PCS Chromebook Program must agree to the following conditions related to technology:

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 while on school campus or school trips, 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: \_\_\_\_\_