

## SCHOOL TECHNOLOGY POLICY

Every student (and parent who desires their child to have access to school technology) must comply with the following rules of access:

- Nothing done on a school computer shall be considered private. School officials are authorized to access any student's material at any time;
- Students will only access the internet from a computer when a teacher is available to monitor the students' activities;
- The school has the right and ability to recall all sites accessed by the students;
- The school shall maintain site-blocking software to block and filter out inappropriate sites;
- No student shall:
  - \* Attempt to bypass any site-blocking hardware or software;
  - \* Access anything contrary to the Statement of Faith, Mission, Vision, and/or Core Values of Community Christian Academy, (including but not limited to anything: sexually inappropriate or suggestive in nature, blatantly offensive, ungodly material, lewd or obscene language);
  - \* Send and/or receive messages to/from other internet sites without teacher supervision and/or authorization;
  - \* Use another person's password;
  - \* Trespass into another person's folders or files;
  - \* Violate copyright laws;
  - \* Buy or sell anything via the internet;
  - \* Change any of the computers' set-ups or settings.

## PERSONAL TECHNOLOGY POLICY (Personal Cell Phones & Other Devices)

Students will face disciplinary action for texting, posting, sending, receiving, forwarding, or participating in any of the following areas ON OR OFF CAMPUS via a cell phone, computer, or any other electronic device. These areas are:

- Information containing blasphemy: Irreverence for God, Jesus Christ, and those things held to be holy by the Word of God, direct contradiction of Community Christian Academy's Statement of Faith, Mission, Vision, and/or Core Values.
- Inappropriate language: Obscenities, profanities, vulgarities, or lewd comments.
- Harassing statements: Personal attacks such as discriminatory, inflammatory, threatening, or disrespectful language. Knowingly false or defamatory statements.
- Sexually explicit or suggestive messages, photos, or images (sexting): Sending, receiving, sharing, possessing, or intentionally viewing pictures, text messages, or e-mails that contain a sexual message or image. Violation of this policy may result in expulsion. Appropriate local, state, and federal laws will be followed and law enforcement will be contacted if warranted.

Note: Students must promptly report any such known activities to a teacher or a school administrator.

## PERSONAL ELECTRONIC ITEMS

Electronic items such as games, Ipods, cameras etc. are not allowed at school. If your child needs to bring such an item for the purpose of using it after leaving campus, they may check the item in to the office for safekeeping until leaving at the end of the day. CCA is not responsible for such items being lost, damaged or stolen if the child does not follow this policy. Violating these rules will result in the forfeiture of the electronic item to the office until a parent is able to pick it up.

## PERSONAL CELLULAR DEVICE USAGE POLICY

We encourage students to not bring cell phones and other such devices (smartwatches capable of texting, calling, etc.) to campus. Our land lines at school are available for students to call parents if needed as well as for parents to call and leave messages for their child or to speak with their child if desired. If a student does bring a cell phone to campus, the following rules apply:

For a student to have a **cellular device** on campus, parent authorization must be on file in the office (form must be completed each new year). All students who bring a **cellular device** onto campus must hand it to the home room teacher upon entering the classroom. The teacher will keep the device in a safe place until the end of the school day at 3:00pm

at which time the student will receive the device back from the teacher. In before and after school these devices are **only allowed to be used with permission from a school staff member** (administrator, faculty, office staff, extended care, or coach) and are otherwise to be kept with the teacher, off and not used. On field trips, at the teacher's discretion, these devices will either be collected by the teacher at the beginning of the field trip, or students will be allowed to keep their devices in their pocket in the *off* mode.

**Violations of this policy could include but are not limited to:**

- The parent being called to pick up the **device** from the school office
- The student not being allowed to have a **cellular device** on campus
- For continued violations, the student could receive a detention or suspension

Copies of these policies are available from the Community Christian Academy office and on our website [www.olympiachristianschool.org](http://www.olympiachristianschool.org). Please note that any updates or additions to the policies will be a sent home in the Monday folders, emailed and posted on our website.

**Parent and Student must complete the form below and return it to the CCA office with your Enrollment paperwork.**

**Community Christian Academy "PARENTAL AUTHORIZATION FORM"**

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Student Cell Phone No. \_\_\_\_\_

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Student Cell Phone No. \_\_\_\_\_

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Student Cell Phone No. \_\_\_\_\_

**Please check one of the options below for cell phone usage:**

\_\_\_\_\_ My student(s) **will not** be bringing a cell phone to campus but I have read and understand the CCA cell phone policy.

\_\_\_\_\_ My student(s) \_\_\_\_\_ have my permission to bring his/her cell phone to campus provided that he/she follows the school policies and guidelines expressed above. My child and I have read and understand the CCA cell phone policy and we are willing to abide by it.

**Please check below for Internet usage: (check only one)**

\_\_\_\_\_ My student(s) have my permission to use the school's internet connection under the terms of this policy. I agree that if my child should violate this policy (including purchasing anything on the internet) I shall not hold the school liable. I understand that violation of this policy will result in my child losing access to school technology and being subject to appropriate disciplinary action.

\_\_\_\_\_ STUDENT'S PRINTED NAME(s) \_\_\_\_\_ **does not** have permission to use the school's internet connection under the terms of this policy.

**Signature of Parent/Guardian:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Complete below for Grades 4<sup>th</sup> - 8<sup>th</sup>**

I, (STUDENT'S NAME) agree to abide by the above policies. I understand that if I violate them, I shall immediately lose access to school technology services as well as be subject to other appropriate discipline.

Student's Signature: \_\_\_\_\_ **DATE:** \_\_\_\_\_

Student's Signature: \_\_\_\_\_ **DATE:** \_\_\_\_\_

Student's Signature: \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Please sign & return this form to the CCA office. Form must be signed & submitted every year.*