

Student Name

## **Technology Usage Agreement**

### **E-Textbook & Tablet Policies**

The focus of E-Textbooks and Tablets at Colonial Christian School is to integrate technology throughout the academic program from grades 7 to 12. The individual use of a device is one way to empower students in their learning as they prepare for college. Technology immersion does not diminish the vital role of the teacher. To the contrary, it enlarges the role of the teacher to include the directing and facilitating of learning.

1:1 (spoken "one to one") means that every student (1) has a personal computing device (1) to use in the course of his or her academic career through the appropriate classes. Therefore, a 1:1 e-textbook and tablet-learning environment means that every student has a personal device on hand that he or she has personally chosen (either HD iPad 2 or newer, Kindle Fire, Kindle Fire HD, or Kindle Fire HDX) to meet his or her learning needs.

### **Regulations**

The following is a set of regulations that govern the appropriate use of Tablets and E-Textbooks (and other technologies) while you are enrolled at Colonial Christian School. While it cannot cover every aspect of electronic device use, it does address many of the major concerns. It is the attempt of this policy to detail in specifics the general expectation that all members of the Colonial Christian School community use electronic devices in a safe, responsible, considerate and appropriate manner.

- Students and parents/guardians must adhere to the Technology Usage Agreement in order for that student to be eligible to attend CCS.
- The use of technology to provide educational material is not a right but a privilege.
- **If a student violates any component of the Technology Usage Agreement, their family will be required to purchase the paper version of the same textbooks with a fee of \$190. Initials \_\_\_\_\_**
- A student does not have the right to use his or her electronic device while at school, except in the classes that offer e-textbooks. When abused, privileges will be taken away.
- Each teacher that provides e-textbooks has the discretion to allow and regulate the use of electronic devices in the classroom.
- The school has the right to collect and examine any device at any time to be sure that school policies, regulations, or guidelines on use of the device have not been violated.
- Students will use their personal devices in class for instructional purposes only.
- The devices won't be used every hour or in every class.
- Teachers make the final decision for any tools used in the classroom, including student owned equipment.
- The use of Colonial Christian School's Wireless Internet will not be permitted to students.

- Students with a device linked to a wireless data plan should turn off their data or hotspot capabilities when arriving at school as no student should be accessing the internet on any device during school hours.
- In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.
- Technical support for a student's personal device will not be provided. It is the student's responsibility to care for his/her own device and keep it in good working order, including charging it outside of school. **Charging of the device will not be allowed during school hours.** Initials \_\_\_\_\_ Any student who has technical issues with his/her device will need to take care of this issue out of the classroom *and promptly* so that his/her textbook is accessible the next day.
- Students bring electronic devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device is lost, stolen or damaged. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts. While teachers will take every precaution to avoid theft or loss, students will have to take the responsibility of keeping their devices safe and in good working order.
- Students are required to keep their devices safely locked in their locker when not in use. Some devices have a device locator. It is recommended that you enable this feature if possible. It is always a good idea to record the device's serial number in case of theft and check if your homeowner's insurance will cover such a loss. Protection plans are available through most vendors and are highly encouraged.
- Conduct when using electronic devices is to be reflective of and consistent with high Christian ethical and moral principles and precepts, be consistent with the high standards of character and conduct expected of all CCS students, faculty, administrators and staff, and be in compliance with all CCS policies and all applicable laws.
- The privilege to use electronic devices in the classroom may be revoked for anyone who abuses or misuses the device, which includes, at a minimum, causing damage to personal, or other students' equipment, or a violation of any of the policies set forth in this policy statement. That which constitutes abuse or misuse shall be determined within the sole discretion of CCS.
- **Students should expect no privacy as to any information stored on any electronic device that is brought to the CCS campus.**
- These policies may be amended from time to time. The interpretation, application and enforcement of these policies is within the sole discretion of CCS.
- Students will not attempt to gain access to any electronic device for which they are not authorized, or for which they do not own.
- Students will not attempt to destroy data by any means. All students will promptly report to faculty or administration if there is any indication they may detect that any data has been tampered with or erased.
- Students will not interfere with or disrupt another student's work or the proper function of their electronic device at any time.
- Students will not use e-textbooks or other authorized applications for any purpose that violates federal or state laws.
- Students will not reproduce and/or distribute copyrighted materials without appropriate

authorization.

- Students are expected to report to faculty or administration any suspected misuses of any personal devices, e-textbooks, or authorized applications.
- In accordance with SDBC's Statement of Faith, and in recognition with Biblical commands, inappropriate content on a personal device will not be tolerated. The Bible strictly forbids such conduct such as inappropriate language, fornication, adultery, homosexuality, lesbianism, bisexuality, undue violence, or pornography. Any student device that is found with any of the aforementioned content, applications, or media will be dealt with by administration in an appropriate manner as per the disciplinary actions set in the Parent/Student Handbook.
- Each student and parent/guardian must have their e-textbooks and approved applications loaded by the Assistant Principal at Colonial Christian School. An appointment must be made ahead of time through the school's main office to have this done prior to the start of the next school year.
- **Each application that is loaded must be registered immediately with the Assistant Principal at Colonial Christian School.** Any application loaded prior to attending, or prior to the start of the school year, must be registered by the first week of school or as soon as he/she is accepted to CCS. Any student found with an unregistered application, or deemed inappropriate application, content, or media to the purpose and mission of CCS, will be in direct disobedience, and will be subject to disciplinary action by CCS administration. If an application is deemed inappropriate, which is the sole right of the administrator to determine, it must be removed from the device prior to that device returning to campus. These are educational devices, and while they may be used for other purposes in other settings (entertainment in the home, etc.), all content and applications must be consistent with the CCS standards. Initials
- All relevant passwords related to the device, its content, and applications will be registered with the Assistant Principal.

## **Agreement**

### **STUDENT**

I have read, understand and will abide by the Colonial Christian School Technology Usage Agreement. I further understand and accept that any violation of the regulations and policies in the agreement is unethical and may result in revocation of my privileges, school disciplinary action (up to expulsion), and/or appropriate legal action.

---

Student Name (Printed)

---

Student Signature

---

Date

## **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Colonial Christian School Technology Usage Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Colonial Christian School to restrict access to all controversial material, and I will not hold CCS responsible for materials acquired illegally on the school's wireless network. I understand that should my child commit any violation described in this agreement that his or her privileges may be revoked and disciplinary action may be taken. Further, I accept full responsibility for supervision if and when my child's use of the electronic device is not in keeping with a school setting. **I will support the school by monitoring the content on my child's device on a frequent basis (at least weekly).**

**\*If my child violates any aspect of this agreement, I understand that CCS will confiscate the device and that I personally must pick it up directly from an administrator (see note below) with my child present to discuss the violation. This should be done on a same day basis, so that the child will have access to their textbooks that evening.**

**\*If a second violation occurs, I understand that the device will be confiscated and it will remain on campus for 45 days (one quarter), and my child will not be allowed to use it in any capacity. I agree to pay the \$190 fee for the paper book replacements to the e-textbooks, as clearly my child cannot attend school for 45 days without his/her textbooks.**

**\*If my child has a third violation, I agree that my child will lose all e-textbook privileges for the rest of the school year and the confiscated device will remain at CCS and be returned on the last day of school at 12pm.**

---

Signature of Father/Guardian

---

Date

---

Signature of Mother/Guardian

---

Date

*If a parent and child need to pick up a confiscated device from an administrator, they must wait for any meeting that they are in to conclude. Such a pre-scheduled meeting will not be interrupted in order for a parent to pick up a confiscated device. The consequence (inconvenience) will be experienced by the student who violated the policy (and unfortunately their parent) and not the person who had a scheduled appointment. This is yet another reason to fully discuss the importance of adhering to every aspect of this agreement with your child.*