

## Policy #2135 Technology Acceptable Use Policy - Student

(revisions for 2024-2025 in yellow)

Lake Center Christian School (LCCS) provides a wide array of technology resources for student use. This agreement, along with the student handbook for each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students, faculty, and staff acknowledge the following rules and conditions:

As a LCCS student or faculty/staff member, I understand that my school network and email accounts are owned by LCCS and are not private. LCCS has the right to access my information at any time.

### DEFINITIONS:

LCCS technology resources - includes but is not limited to hardware (iPads, Chromebooks, Macbooks, Windows PCs and laptops, cameras, network access points, wires, printers etc.), building resources (WiFi, Internet, alert system etc.) and cloud tools (Google Workspace Suite, Clever, Canvas, PowerSchool etc.).

### GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Ohio. Violations include, but are not limited to, the following:

1. Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
2. Libel Laws: Publicly defaming people through the published material on the internet, email, etc...
3. Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

### CONDUCT & USE POLICY:

1. I understand that the use of the LCCS computer network is a privilege, not a right.
2. I understand that passwords are private. I will not allow others to use my account name and password, or attempt to use that of others.
3. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
4. I will use email and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
5. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as, but not limited to, Snapchat, X/Twitter, TikTok, Instagram, and Facebook should not reflect negatively on my fellow students, teachers, staff, or on LCCS. I understand that I will be held responsible for how I represent myself and my school on the Internet.

6. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
7. I will use LCCS computer resources responsibly. I will not retrieve, save, or display hatebased, offensive or sexually explicit material using any of LCCS's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
8. I will use LCCS technology resources productively and responsibly for LCCS educational-related purposes **and building Christ's Kingdom**. I will not use any technology resource in such a way that would disrupt the activities of other users. **LCCS provides equipment and technology resources to enhance the learning experience and any use of these resources that runs contrary to this goal is considered an inappropriate use.**
9. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
10. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource. **Application of adhesive stickers, tape, or other markings may be considered vandalism of school property at discretion of LCCS administrators.**
11. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission, **including AI tools.**
12. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
13. I will follow all guidelines set forth by LCCS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
14. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
15. I understand that LCCS administrators will deem what conduct is inappropriate use, if such conduct is not specified in this agreement.
16. I understand that I am responsible to take care when using LCCS technology resources, including but not limited to, desktop computers, laptop computers, tablets, and Chromebooks. Repair costs incurred for damage to these resources which exceeds normal use may be billed to my student or faculty/staff account.

## **USING PERSONALLY-OWNED DEVICES**

I acknowledge that connecting a personally-owned electronic device to the school network is permitted with the following understandings:

1. I will use my device at school for **educational-related** tasks, clearly in keeping with the school's mission.
2. I will use the school's resources subject to all provisions of the previously stated **CONDUCT & USE POLICY.**
3. LCCS bears no liability whatsoever for damage, theft, or loss of personally-owned electronic devices, attached peripheral accessories, or data thereupon while on school premises.
4. Requests for help involving personally-owned electronic devices for in-school use will be completed at the discretion of the Director of Educational Technology. Technical staff's first priority is to support school-owned devices.

# Technology Acceptable Conduct & Use Agreement

## ACKNOWLEDGEMENT AND CONSENT FORM

### Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of Lake Center Christian School, and that student use for any other purpose is inappropriate. I recognize it is impossible for Lake Center Christian School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use **technology** resources at Lake Center Christian School, including web or internet based services provided by other companies or institutions which have been approved by Lake Center Christian School for student use.

**I hereby give permission for my child to use **technology** resources at Lake Center Christian School.**

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Student:

***Students in grades 4-12 must also sign in acknowledgement of the policies stated herein.***

Access to LCCS technology resources will only be given upon return of this acknowledgement and consent form.

### CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action, and/or referral to law enforcement.

Student Printed Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

PUPIL/PARENT INDIVIDUAL LOAN REQUEST FORM  
EQUIPMENT AND MATERIALS

\_\_\_\_\_ Mathematics  
\_\_\_\_\_ Science  
\_\_\_\_\_ Computer Software  
\_\_\_\_\_ X Computer Hardware  
\_\_\_\_\_ Instructional Equipment

(Check One)

ITEM

VENDOR/MODEL

1. Chromebook Dell 3100 Tag # \_\_\_\_\_ Serial # \_\_\_\_\_

[Includes Charger ~ Out  Returned  (Check)]

Date Returned: \_\_\_\_\_

Pupil \_\_\_\_\_ Grade \_\_\_\_\_ Return Date: May 29, 2025

(Please Print Name)

Signature of Pupil \_\_\_\_\_ Date Signed Out \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Handed Out through Technology Dept. ~ By: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Non-Public School Lake Center Christian School

This form must be used by the clerk to sign-out equipment and materials to individual students. It must remain on file until the item(s) are returned by the pupil. The SF-200 M-S-C-I form may be duplicated by the school on file card stock, if desired.