

TECHNOLOGY USE AGREEMENT

Every student who will use technology at school is required to have a signed parental consent form on their application. Student technology learning and use increases with each grade level.

Some common tools that your children may encounter and use are, but not limited to:

- **Blogs:** A blog is a website where student work can be published online.
- **Google Apps:** An online suite of productivity and digital tools.
- **Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback.
- **Videos:** A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers and music.
- **Social bookmarking:** Social bookmarking is a way for Internet users to save, classify, and share websites. As these sites are instrumental in the development of the curriculum, we are asking that you and your child please review the permission form below and complete it. Should your expectations change, we must be notified in writing. If you do not give your child permission to use these web tool applications, an alternative assignment will be provided.

Wilmington Christian Academy encourages students to learn to use its computer and technology resources, including the Internet, in a creative and productive way. However, there are limitations on how these resources may be used. With this in mind, Wilmington Christian Academy wishes to make sure that all users understand the following:

Ownership Information: WCA laptops are property of WCA. Laptops are subject to search at any time, without advanced notice, to ensure that they are being used for educational purposes. Laptops will be monitored.

Prohibited Use: Some examples of prohibited use are (this is not an exhaustive list):

- Attempting to download or play game.
- Non classroom related searches.
- Editing the background of your assigned laptop.
- Using the computer during instruction time for reasons not approved by the teacher.

Storage of WCA Laptops: Laptops and chargers must be stored in only approved places. Laptops may never be left in a teacher's room without the teacher's permission. Students are permitted to store their laptops in the top bin of their assigned trunk. They may not store their laptop in the bottom section of the trunk.

Transportation of Laptops off School Grounds: Students must obtain permission from their teacher to take their laptops home in the evenings. The technology agreement remains in full affect while the laptop is being used at home.

Damage of the Laptop: Students are responsible for any damage that they cause to the laptop, whether it be intentional or by accident.

USES MUST BE LAWFUL AND INOFFENSIVE

1. Users of WCA systems must not be false, unlawful, offensive, or disruptive.
2. No use shall make rude or hostile reference to race, age, gender, sexual orientation, political beliefs, national origin, health, or disability.
3. Copyrighted or licensed information shall be used only with full legal right to do so.
4. All uses of WCA systems, including the Internet and E-mail, must reflect the WCA image. Uses of WCA systems do not all have to be formal, but they must be professional in appearance and tone.
5. Viewing, creating, sending, or receiving any pornographic (or other objectionable material) will result in severe disciplinary action as per administrator.

Printing: Students will not be allowed to use WCA printers or copiers to print their assignments.

STUDENT INFORMATION

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use it, they should request permission from the copyright owner.
- All use of these tools must be used in accordance with acceptable use even if the student does the work outside of school on your own device.

PARENT INFORMATION

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA): The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. <http://fcc.gov/cgb/consumerfacts/cipa.html>^{SMS}

Children's Online Privacy Protection Act (COPPA): COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes.

<http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the right to review student records. WCA does not disclose student information.

- The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- WCA does not disclose general directory information about students. Parents have the right at any time to investigate the contents of their child's email or web tools. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

POLICY VIOLATIONS

WCA will review alleged violations of policy and procedures on a case-by-case basis. Violations of the policy will result in referral for disciplinary action as appropriate.