Technology Acceptable Use Policy
(TAUP)

I.   Introduction and Overview

Access to information technology is integral to the educational mission and purpose of our institution. We utilize technology in nearly every facet of the instruction, activity, service, research, and operation of our school. This policy provides expectations for the use of technology as it affects our school and educational community.

Due to the evolutionary nature of technology, it is imperative for students to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all students to employ their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them. Although our school provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and school events. **Our policies address the appropriate use of both technologies provided by the school and personally owned technological devices. Students should be sure to read and understand the policies below before using the school's network and other technologies, as well as any personally owned technology. Use of school technology resources will imply understanding and agreement to the terms set forth in this policy. These policies apply to all students regardless of whether classes are in or out of session.**

Right to Update this Acceptable Use Policy
Because technology and our intended use of technology are continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to meet procedural and instructional needs, while protecting the safety and well-being of our students and community. To this end, Denton Calvary Academy may add additional rules, restrictions, and guidelines at any time.

Supervision and Personal Responsibility
This policy applies not only to students. All children and teens visiting our campus are also subject to the terms and conditions of this Technology Acceptable Use Policy. Students and parents are required to read this Acceptable Use Policy and signify compliance annually by signing the school's Student Handbook.

> **Elementary (K-4th)** students will be supervised by teachers at all times and will only use technology under the supervision of a teacher.

> **Middle School (5th – 8th) and High School (9th – 12th)** students are expected to be responsible in their technology and Internet use at such a level that they may use these devices without direct supervision.

Technology as a Privilege
The use of school-owned technology devices and networks, on school property or at school events, is a privilege not a right. This privilege comes with personal responsibility, and if a student fails to act responsibly, the privilege of that use may be suspended and/or revoked.

Privacy
The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All emails and messages sent through the school's network or accessed on a school computer can be inspected. All on-campus web browsing may be monitored. Any files saved onto school-owned technology, or under school-based accounts can also be inspected. Students should have a limited expectation of privacy when using their own technology or provided technology on school property or at school events. Denton Calvary Academy will usually not interfere with student technology use, as long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

Filtering

The school adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The school cannot monitor every activity but retains the right to monitor activities that utilize school owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including, but not limited to, pornography.

Termination of Accounts and Access

Upon graduation from Denton Calvary Academy, students will be permitted access to their school email account for 180 days. Prior to graduation, it is recommended that students save personal data stored on school technology or under school-based accounts to a removable storage device and set up an alternate email account. Any student who leaves Denton Calvary Academy before the end of the school year for any reason will have his or her email account closed on his or her last day.

II. Definitions and Terms

Bandwidth

Bandwidth is a measure of the amount of data that can be transmitted in a fixed amount of time.

Cyber-Bullying

Cyber-bullying is when someone sends derogatory or threatening messages and/or images through a technological medium in an effort to ridicule or demean another. Cyber-bullying also takes place when someone purposefully excludes someone else online. For example, a group of students create a group on a social media platform that many would like to join, but the student creators purposefully exclude one individual or certain individuals and do not let them join their group. Cyber-bullying also takes place when someone creates a fake account or website impersonating, criticizing, or making fun of another.

Network

The network is defined as the school's computers, mobile devices, and other digital electronic equipment (such as printers/copiers, interactive whiteboards, projectors, etc.), and the wired and/or wireless communications network on which they operate.

User

For the purposes of this policy, user is an inclusive term meaning anyone who utilizes or attempts to utilize technology owned by the school. This includes students, faculty members, staff members, parents, and any visitors to the campus.

Mobile Device

For purposes of this policy, a Mobile Device is any portable electronic device which provides some of the functions of a computer, such as a cell phone, smartwatch, a music player, or a camera.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

Filtering

Denton Calvary Academy runs filters on all internet connections to help prevent access to pornographic, obscene, or any other content that may be harmful to minors. The filtering content is updated on a constant basis so that harmful content is being blocked.

Access by minors to harmful content
Since filters are not perfect, staff are instructed to supervise the computers the students are using to ensure no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to the network administrator or technology coordinator so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and internet access. Other consequences will be determined by the administrator for the violation.

Laptop Left at Home
If a student leaves their laptop at home and it is needed for that day, they must immediately phone their parents to bring it to school. A loaner WILL NOT be issued in this case and repeat violations of this policy will result in disciplinary action.

Penalties
Uncharged laptops will be considered the same as not bringing needed supplies to class and may be disciplined in the same manner.

Spamming
Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through emails, instant messages, or text messages.

Unauthorized access
Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited, and the offender will be prosecuted in accordance with state and/or federal law.

Unauthorized disclosure
Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to ensure students' identification safety.

Enforcement
Violations of the policy will be handled consistently with Denton Calvary Academy disciplinary procedures applicable to the relevant person or persons. Student violations may be subject to warnings, blocking, or restricting access to network resources, detention, and suspension from school activities and/or suspension from school. Any violation of acceptable use policy will be subject to disciplinary action.

Violations of state and federal laws may result in legal prosecution. Examples of these laws include but are not limited to: Cyber Laws, Federal Communities Laws, Federal Wire Tap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud and Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and Digital Millennium Copyright Act.

III. Acceptable and Unacceptable Uses of Technology

Purposes and Use Expectations for Technology
All school-owned technologies, the school network, and its Internet connection are intended primarily for educational purposes. Educational purposes include academic research and collaboration, classroom activities, career development, communication with experts, homework, and a variety of other activities.

School-Provided Technology Resources

All students are provided with a school email account, which is introduced to students at an age-appropriate time, and when instructional practices require email correspondence. All emails sent from this account are representative of DCA, and students should keep in mind school policies regarding appropriate language use, bullying, stalking, and other policies and laws. Student email accounts are subject to monitoring and have limited privacy.

DCA provides individual technology accounts for students. Students must log off when they are finished using a school computer, or another user may access their account, files, and email. Actions that take place under a given user account are accountable to the owner of that account. Users should keep network passwords private and should never deliberately share network account information with another student.

International Websites
Since many foreign language websites cannot be accurately read by the DCA's automated content filtering systems, these websites may not be accurately categorized or filtered, usually erring on the side of blocking unrecognized content. If access to an international website is required for study, a request may be made to the Technology Department through the teacher requiring the schoolwork.

Cell Phones, Portable Game Devices, and other Mobile Devices
Mobile apps such as calculator, camera, voice-recorder, and an unlimited number of other communications and collaborative apps available on many smart phones may have educational relevance and may be utilized in a responsible manner if the supervising teacher or adult permits. Please refer to the *Student Handbook* for more information dealing with cell phones and mobile devices use by students.

> Students are not permitted to have cell phones, smart watches, or other personal electronic devices during the school day. If there is a need for a student to make a phone call, telephones are available in the Sumrall Administrative Building offices. Phones, smart watches, and other devices must be turned off and left in backpacks throughout the school day. If used during the school day, such devices will be confiscated.

> Cell phones may occasionally be allowed in classroom settings, per individual teacher and/or departmental policy for specific activities.

Recording, Video, and Photography
Students are only permitted to capture or send photographs, video or live streaming content on school property or at school events under the supervision of a teacher. Any student appearing in captured photos or video may not be identified by name. Furthermore, students may not capture personally identifiable audio, photos, or video footage without documented permission from those being recorded.

Social Networking, Photo-Sharing, Instant Messaging, and Web Publishing Technologies
Access to social networking websites, photo-sharing websites, messaging tools, and online publishing such as blogging and website creation tools will be controlled by Internet filtering technology. However, based on grade-level appropriateness and instructional relevance, certain identified social networking sites may be permitted. Therefore, at times DCA may utilize these tools and digital social connections for responsible academic collaboration and sharing. Other uses of these types of tools and websites shall be subject to the terms set forth in this Acceptable Use Policy. Students may not access from the school's technology any online dating websites or rating sites.

Inappropriate Material
Students may not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class,

occupation, or appearance (such as height, weight, and hair color).

Inappropriate Communications
Inappropriate communication is prohibited in public messages, private messages, and material posted online by students. Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is asked by another person to stop sending communications, the student must stop. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of a person or the school is subject to disciplinary action. Students may not post or send chain letters or spam.

Intellectual Property, Academic Honesty, Personal Integrity and Plagiarism
Plagiarism – *claiming or implying that someone else's work, image, text, music, or video is a student's own, or incorporating portions of someone else's works into a student's own work without citing* – is unacceptable and will not be tolerated. All students are expected to maintain academic honesty. Students may not pretend to be someone else online or use someone else's identity without express permission from that person and/or his/her parent/guardian if he/she is a minor. A student should not post or make accessible to others the intellectual property; including, but not limited to, text, photographs, and video; of someone other than him/herself. This includes intellectual property that students were given permission to use personally, but not publicly. This behavior violates school policy as well as state and Federal laws.

A work or item is copyrighted when one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement is the copying or reproducing of copyrighted material without the authority to do so. Students must make sure to appropriately cite all resources used in all work. Students should never utilize someone else's work without proper permission.

Downloads and File Sharing
Downloaded media files should not be stored on school-provided local or cloud storage. Students may never download, add, or install new programs, software, or hardware onto school-owned computers, unless expressly directed by a teacher and permitted by the IT Department. Students may never configure a school computer or personally owned computer to transmit or receive copyrighted material, or to engage in any illegal file sharing. The school cooperates fully with local, state, and/or Federal officials in any investigations related to illegal activities conducted on school property or through school technologies.

Commercial Use
Commercial use of school technology is prohibited. Students may not use school technology to sell, purchase, or barter any products or services. Students may not resell school-supplied network resources to others, including, but not limited to, network/Internet access and disk storage space. The school is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology.

Political Use

Political use of school technology is prohibited without prior, specific permission from the Head of School. Students may not use school technology to campaign for/against, fundraise for, endorse, support, criticize or otherwise be involved with political candidates, campaigns or causes.

Respect for the Privacy of Others and Personal Safety

Our school is a community. Community members must respect the privacy of others.

- Students may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
- Students may not re-post information that was received privately without the permission of the sender/owner of the information.
- Students may not post private information about others.
- In circumstances where a student has been given another user's account with special privileges, that account may not be used outside of the terms under which it was given.

Respect for Denton Calvary Academy and the DCA Community

Denton Calvary Academy takes pride in its reputation for excellence; therefore, no person or organization may use the school's name, logo, mascot or other likeness or representation on a non- school website without express permission from our institution.

Laptop Identification

Student laptops will be labeled in the manner specified by the school. Students will not remove DCA's property stickers, product key, or serial number sticker. If stickers appear to be falling off, student should take laptop and sticker to the IT Department immediately.

Computer Settings and Student Behaviors

All school technology users are expected to understand that the same rules, guidelines, and policies that apply to other student behavior also apply to technology-related student behavior. Students are expected to use their best judgment when making decisions regarding the use of all technology and the Internet. While no policy could detail all possible examples of unacceptable behavior related to technology use, here is a brief list:

- Students may not purposefully spread or facilitate the spread of a computer virus or other harmful computer program or alter settings on school-owned technology in such a way that the virus protection software or other security measures would be disabled.
- Students may not take action to circumvent any school-applied system security measures.
- Students may not use domestic or international websites to tunnel around firewalls and Internet content filtering software, or to hide their identity when browsing.
- Students may not use websites or other software utilities to circumvent any security meant to ensure compliance with this policy and state and/or Federal law.
- Students may not attempt to guess passwords or utilize any password hacking utilities to acquire passwords. Students may not log in to more than one computer with the same account at the same time.
- Students are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority.

IV. Responses to Violation of the Responsible Computing Policy

The school's Director of Information Technology, Network Administrator, and other school administrators shall have broad authority to interpret and apply these policies. Violators of the DCA's technology policies will be notified and given the opportunity to explain their actions in the manner set forth in the *Student Handbook*, unless an issue is so severe that notice is neither possible nor prudent in the determination of the school administrators. Restrictions may be placed on the violator's use of school technologies. Depending on the nature of the action, and to protect the safety and well-being of our community, technology privileges may be revoked entirely pending any hearing. Violations may also be subject to discipline of other kinds within the school's discretion. The school cooperates fully with local, state, and/or Federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally owned technology devices that are in violation or used in violation of school policies.

Students in receipt of, or gaining access to, inappropriate information, even accidentally, should immediately inform a teacher or school administrator. Failure to do so may place responsibility for the inappropriate content on the student. Any student to witness another either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy should report the incident to a school administrator as soon as possible. Failure to do so could result in disciplinary action.

The school retains the right to disable network user accounts, and/or suspend access to data, including student files and any other stored data, without notice to the student if it is deemed that a threat to school safety or to the integrity of the school network exists.

V. School Liability

The school cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The school is not responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. Although the school filters Internet and email content, the school is not responsible for a student's exposure to "unacceptable" information, nor is the school responsible for misinformation. The school will not be responsible for financial obligations arising from student use of school technologies.

VI. General Safety and Security Tips for the Use of Technology

Posting Online and Social Networking
Students should never post private/personal information online. Personal information includes full name, dates of birth, social security number, phone number, address, siblings' names, and parents' names. When creating an account on a social networking website, make sure to set privacy settings so only friends can view pictures and profile information. Students should avoid accepting "friends" not already known. Social networking accounts should be configured to notify of all photo tagging. Students should avoid posting any personally identifiable information or content to publicly available social network profiles.

Strangers
Students should save any repeated harassing messages from both known and unknown senders. These saved messages will help authorities track, locate, and prosecute cyber-stalkers and cyber-bullies. Students should never arrange to meet strangers encountered online.
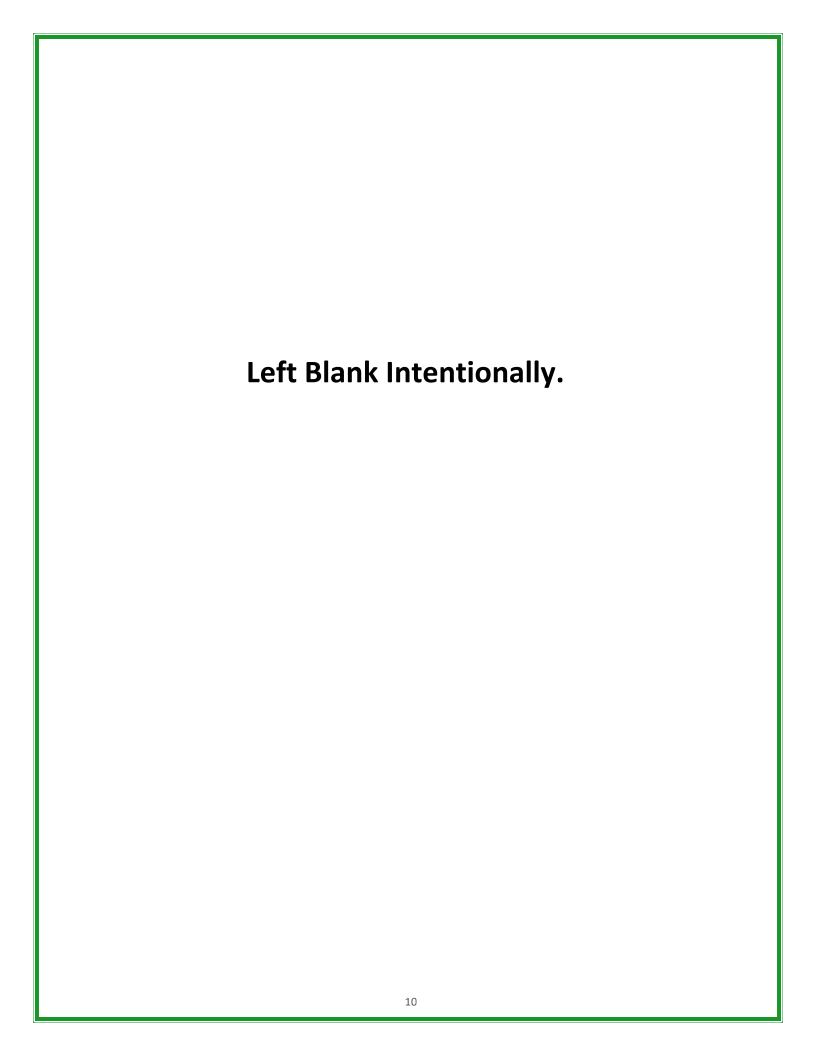
Passwords

As a best practice, passwords should contain both upper- and lower-case letters, and at least one number or other special character. Passwords should not be easily guessable and should not be formed from personal information such as a child's or pet's name. Students should not share passwords with friends.

Downloads and Attachments

Students should not open or run electronic files from unknown or suspicious senders or websites. Harmful and undesirable consequences can result from opening these items.

Stay Current

Students should protect personal computers and other devices by keeping antivirus and antispyware, operating systems, and application software up to date.
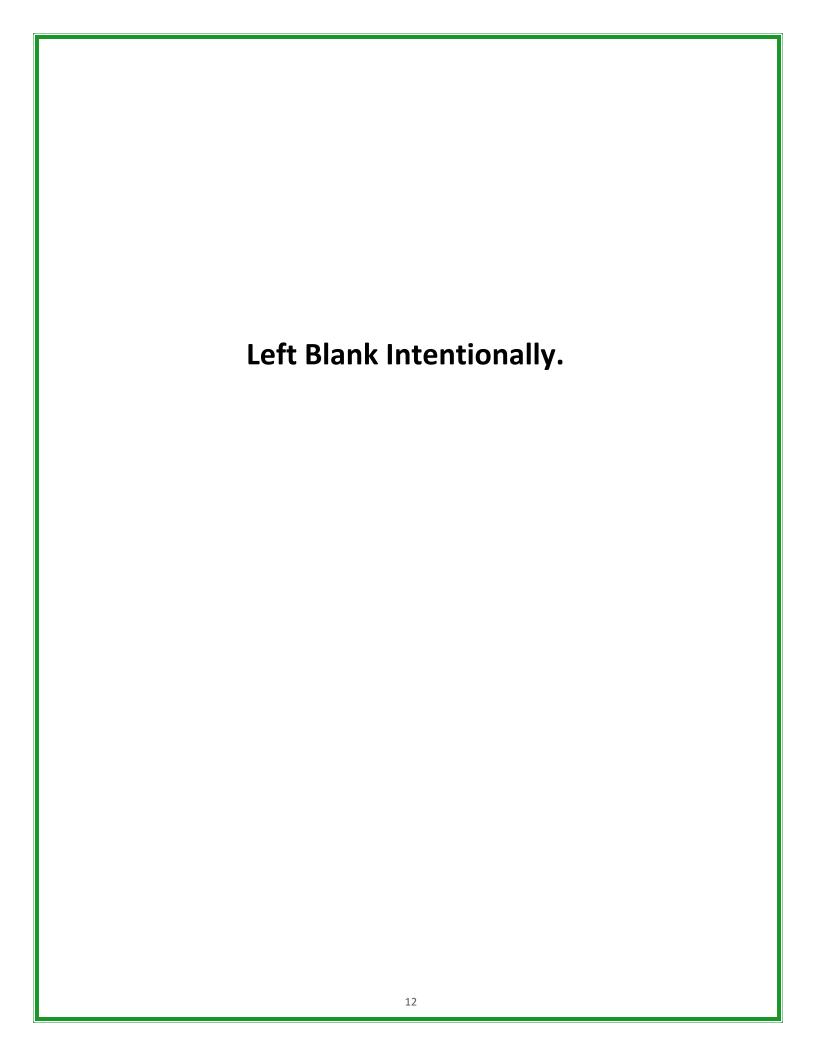
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Parent/Guardian Technology Acceptable Use Policy Agreement

Student Responsibilities:
1. I will be a responsible user, and I will take good care of the laptop.
2. I realize my laptop should not be left in unsupervised areas outside my backpack. Unsupervised areas include the school grounds, cafeteria (Lions' Den), lobbies, unlocked locker rooms, unlocked classrooms, hallways, bathrooms. Unsupervised laptops will be taken to the principal's office. Disciplinary action may be taken should I leave my laptop in an unsupervised area.
3. I will never loan out my laptop to other individuals.
4. I will charge my laptop nightly. This will allow a full day's use without charging.
5. I will keep food and beverages away from my laptop since they may cause damage.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I understand that my laptop is subject to inspection at any time without notice and remains the property of Denton Calvary Academy.
8. I agree to pay for the replacement of my power cord in the event it is lost or stolen or damaged.
9. I will not allow my laptop to be exposed to extreme heat or cold.
10. I will keep my laptop free of any personal stickers, labels (except DCA provided) or any writing.
11. I will keep my sound muted unless the teacher gives permission otherwise.
12. I will use my laptop in ways that are appropriate and educational and consistent per DCA Technology Acceptable Use Policy (TAUP) and DCA's handbook.
13. I will use the school's network and the internet in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission.

Term: In consideration for paying tuition and a technology fee, DCA will provide a laptop to the student listed below. The parent/guardian and student will comply at all times with DCA's TAUP. Any failure to comply may terminate the student's rights of possession effective immediately and Denton Calvary Academy may repossess the laptop.

Title: Legal title to the laptop is with Denton Calvary Academy and shall at all times remain with DCA until student's graduation or withdrawal.

Loss or Damage: If the laptop is lost or stolen, the parent/guardian is responsible for the replacement value on the date of loss. It is the parent's/guardian's responsibility to decide whether additional insurance is necessary to cover this responsibility. Loss or theft of the property must be reported to a person in DCA's technology department by the next school day after the occurrence. This agreement also includes laptops that may be given to students for use while the unit listed below is repaired. The parent/guardian will be responsible for replacing the lost or damaged charger cord.

Possession: Students may keep the laptop full-time in their personal possession while enrolled at DCA but must turn in the property immediately upon withdrawal, dismissal, or expulsion. If tuition is not paid in full the laptop and charger/cord must be returned to the school on the last day of the school year.

Repossession: If the parent or student does not fully comply with all terms of the Agreement and DCA's TAUP, including the timely return of the property, DCA shall be entitled to declare them in default and take possession of the property.

Student Name (please print): _____ Grade: _____

Parent / Guardian's Name (please print): _____ Email: _____

Parent Signature: _____ Date: _____

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