Shekinah Christian School intends to prepare students to be effective and engaged God-honoring citizens equipped with 21st century skills. Technology presents some fascinating opportunities for instruction, assessment, and exploration. There are also some inherent and unavoidable dangers if technology is not used responsibly. Our goal is to equip students with 21st century research, leadership, and communication skills essential for success inside and outside the classroom. As part of the privilege of using various technology at Shekinah, students are expected to behave responsibly.

Cell Phones

Cell phones are not permitted to be used during school hours (8:15 AM – 3:15 PM). However, students may have cell phones on them provided they leave their phone in their pocket, book bag, or locker and do not interact with it throughout the day. Teachers may occasionally grant permission to use individual digital devices, such as phones, for educational activities. This is the only time when digital devices are to be used.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. The only exception is if a student has been granted permission to come to the school office and make a call from their cell phone. If a student interacts with their phone or uses it without permission, then their digital device will be confiscated. For the first offense, confiscated phones may be returned by the administration to students at the end of the school day. For the second offense, confiscated phones may be returned by the administration to a student's parents. For the third offense, the student will be asked to leave their phone at home.

NOTE: "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted during the school day. Particularly, no cell phone photographs are permitted in the restrooms or locker room areas at any time. Violation of this policy is a serious offense.

Parents who need to contact their child during the school day for emergency purposes should call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

E-mail

1. Junior High and High School Students are expected to have an e-mail account that they can use for various academic activities.
2. This e-mail is not assigned by the school.
3. The school office can help set-up an e-mail account for the student if they do not have one
4. When e-mailing a teacher, students should use titles of respect (Mr., Mrs. Dr., etc). They should seek to use proper spelling and grammar rather than using texting abbreviations.
5. The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
6. Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
7. Students are not permitted to access anyone else's e-mail account without express permission from that individual

Social Media

8. Instant messaging and posting to social media is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
9. Social media includes, but is not limited to: Facebook, Instagram, Twitter, Snapchat, YouTube, etc.
10. Since social networking sites such as Facebook, Instagram, and Twitter, as well as blogs and other types of media (such as YouTube), are considered matters of public access, information being posted by Shekinah faculty, staff, students and/or community members should be consistent with the Shekinah Code of Conduct and other expectations as indicated in the current edition of the student handbook.
11. *Additional expectations related to social media use can be found in the Student Handbook under SCS Policy for Students Posting on Social Media and Social Media Interaction Between Faculty & Students*

Audio, Video, and Photo

12. Audio should be turned off or on silent unless required for the activity being conducted.
13. Listening to music either aloud or with earphones is not permitted on campus except during study hall or for a specific academic activity with permission of a faculty or staff member.
14. Headphones or earbuds provided by the student must be used when audio is required
15. No student should record audio, video, or photos of other students without their permission
16. No recording of any sort should take place at any time in the bathroom/locker room area for privacy reasons

17. The school does not use video and photo images of students if parents do not grant consent
18. Photos of students are not posted on website with identifying student names
19. Audio, video, and photos stored on Shekinah devices or used in presentations should not contradict the school's mission and Biblical values. This determination is at the sole discretion of school faculty and administration.

Network Access

20. At no time should anyone other than a paid employee of Shekinah Christian School attempt to access the Shekinah staff wifi network.
21. Only current Shekinah students should utilize the student wifi network.
22. Students are only allowed to access the school network for legitimate academic assignments.
23. School wifi may be used for access to College Credit Plus coursework, but this access may be revoked as a consequence of failure to abide by the Responsible Technology Use Agreement.
24. Students must not make any attempt to access servers or network information that is not available to the public.
25. The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
26. Students must avoid degrading or disrupting online services or equipment as such activity may be considered a crime. This includes tampering with computer hardware or software, vandalizing data, invoking viruses, or violating copyright laws.
27. The School is not responsible for damaged or lost data transferred through our network or stored on Shekinah computers.

File Sharing

1. No user of Shekinah computers, electronic devices, or network should utilize any file sharing program which is deemed illegal. Examples of this type of software include, but are not limited to: Limewire, Bearshare, Kazaa, iMesh,
2. Only the latest installed version of Microsoft One Drive or Dropbox should be accessed and only for legitimate school-related academic purposes.

Deleting Files

3. No data should be saved to a device unless the data is also saved to a USB drive. This prevents against data loss in the event of a hard drive failure or re-installation of windows.
4. Computers may be wiped at any time by IT staff or administration.
5. No user should delete any files on any Shekinah device unless they were the one who initiated the download.

Downloading and Loading of Software

6. Users should only download software when directed to by school staff. Typically this will only occur in a computer class.
7. There is a $100 penalty to remove programs or files that are not authorized on a school device regardless of whether these came from a file-sharing program or from the student's own direct actions.
8. All installed software must be a legally licensed copy.

Wallpaper

9. The wallpaper on any school device should not be changed unless there is specific permission granted by school administration.
10. Wallpaper content must not conflict with the school's vision, mission and values. Pictures or videos on any device, whether personally-owned or school-owned, which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures deemed inappropriate by the administration will result in disciplinary actions.
11. Copyrighted media may not be used as wallpaper.

Internet Use

12. Internet access is not for personal use (shopping, checking on social media, paying bills, etc.)
13. Users should not engage in activities that require heavy use of bandwidth (such as listening to music, playing videos, or participating in a game) using the school's internet signal unless supervised by a teacher
14. Teachers are permitted to download music, videos, or other academic-related resources requiring a heavy use of bandwidth. However, they are encouraged to do so before or after school so as not to interfere with in-class activities and administrative functions that may also require bandwidth.
15. Internet is not be accessed from any personal device (cell phone, iPod, etc.) except when expressly authorized by a teacher for a specific class assignment for a limited time.
16. Users are not permitted to download or view any material containing obscene language, violence, full or partial nudity.
17. Although content filters have been put in place, parents and students must understand there is no guarantee that all controversial material on the internet will be blocked. Parents agree to not hold Shekinah Christian School responsible for controversial material that may not be detected by the content filter. Students agree to take responsibility to not pursue material that the school may consider offensive.
18. Users should report any images or information accessed inadvertently that violates this responsible use agreement so that it can be "blocked".
19. All users of Shekinah's internet agree to comply with all federal, state, and local laws and must refrain from engaging in or allowing the internet signal or technological devices connected to the internet to be used for fraud,

scams, hacking, bitcoin, illegal sharing of music, or sharing of images or information that are considered confidential.

20. Any information used from the internet should be properly cited to avoid plagiarism. Students should consider printing referenced material because internet content can change rapidly and may not always be accessible to those who try to reference the content later.

Games

21. No user shall participate in any gaming activities during class, study hall, or before or after school except educational games assigned by a teacher.

Printing

22. Users shall print all copies in black-and-white unless permission has been granted from the school office
23. Users should be careful to print only the number of copies needed
24. Users should not change default settings on the printer or in the print profile menu without permission from administration
25. School printers are only available to print documents for school and classroom-related activities, projects, and reports.
26. Users who print copies for personal use must pay $.10 per copy for black-and-white and $.25 per copy for color copies. This applies to all faculty, staff, students, parents, and volunteers.

__SEE NEXT PAGE FOR SIGNATURE LINE__

User Agreement

(to be signed by all adult users and student users above grade 5)

I have read, understand, and will abide by the above Responsible Technology Use Policy when using computer and other electronic resources owned, leased, or operated by Shekinah Christian School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

_____
User Name (please print)

_____   _____
User Signature   Date

Parent Agreement

(to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] _____,
I have read the Responsible Technology Use Policy. I understand that this access is designed for educational purposes. Shekinah Christian School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Shekinah Christian School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources and technology, including the Internet, that are available through Shekinah Christian School.

_____
Parent Name (please print)

_____   _____
 Parent Signature   Date