**Preschool, Lower
School, Middle School**

www.cgca.org

Principal: Jeffrey Howard

215-725-3383 - school

6445 Bingham St.

Philadelphia, Pa. 19111

**The Mission of Cedar Grove
Academy is to give a quality
Christian Education
emphasizing traditional Biblical
value.**

Technology Acceptable Use Policy

Student use of technology must be in accord with the mission and philosophy of Cedar Grove Christian Academy. This philosophy is in line with and derived from our belief in the Bible and our foundational principles that are based on the Word of God (ll Timothy 3:15-17). School employees will take reasonable steps to ensure that student use of technology and information access through technology (such as the internet) is consistent with this mission. However, ultimate responsibility for their action rests solely with the student. The student must adhere to the Acceptable Use Policy (AUP) as described below. Violation of AUP will result in the loss of privileges and disciplinary action under our school's discipline code.

Even a child is known by his actions, by whether his conduct is pure and right. (Proverbs 20:11 NIV)

Now this is our boast. Our conscience testifies that we have conducted ourselves in the world, and especially in our relations with you, in the holiness and sincerity that are from God. We have done so not according to worldly wisdom, but according to God's grace. (2 Corinthians 1:12 NIV)

According to Scripture, Biblical Ethics are a standard of behavior, a "norm" that serves as a guide or pacesetter for our responses to, and relationships with others. This covers a variety of areas including our decision-making, actions and interactions for all facets of living. Maintaining an ethical standard involves a standard of integrity, morality, confidentiality, responsibility, regularity or practice (consistency), dependability, etc. Ethics and morals are the foundation and fabric of our society and our faith. They help to establish the practices and procedures and governing operational policies that each individual functions by, teaches by, and lives by. They are not goals to be strived for; they are rules for conduct that shall not be violated.

Our mission at CGCA is to give a quality Christian education emphasizing Biblical values. To that effect, we strive to teach our students to evaluate all materials through a Biblical worldview. To achieve this end, several questions should be asked when introduced to new information whether it is from a book, internet, or person.

1. Does this author have valid information?

2. What is the point of view of this author?

3. Does this material align with my worldview?

4. Is this appropriate for my age?

Technology as described in this document refers to, but is not limited to, both personal and school owned laptop and desktop computers, SMART Boards, smartphones and cell phones, iPads and tablet PC's, e-readers such as the Kindle, Kindle Fire, and Nook, as well as the iPod, iPod Touch and similar mp3 players, digital cameras and video recorders.

General Guidelines

- **All usage is not to violate existing copyright laws.**
- **All CGCA technology equipment resides within the United States. CGCA users are bound by U.S. laws concerning peer-to-peer file sharing networks.**
- **Any violation of this AUP is to be reported to CGCA administration.**
- **Installation of software of any kind on CGCA clients or servers without express written permission from the department supervisor is strictly prohibited.**
- *Illegal Activity* **is strictly prohibited.**
- *Inappropriate content* **is strictly prohibited.**
- **Violating the rules, regulations, policies, or terms of any network, server, computer database, or web site will be considered a violation of these policies.**
- **Removing CGCA technology without the express written permission from the department supervisor is strictly prohibited.**
- **Use of technology equipment owned by the school must be normal and ordinary.**

Illegal Activity

Posting, storing, transmitting or disseminating information, data or material which is libelous, obscene, unlawful, threatening, defamatory, or which infringes the intellectual property rights of any person or entity, or which in any way constitutes a criminal offense, gives rise to civil liability, or otherwise violate any local, state, federal or international law, order or regulation. **

Terms of Use

1. All phones brought into school by students in grades 1-4 must be stored in a secure location in our school office for the entire school day. All published cell phone guidelines at CGCA must be followed.
2. CGCA is not liable for personally owned technology that is lost, stolen or damaged. CGCA will not reimburse for lost or stolen technology. Nor will CGCA be able to fix or troubleshoot damaged technology. Technology that is brought into CGCA is solely the responsibility of the student and his/her parents.
3. Texting as well as using apps such as Snapchat and Instagram are prohibited unless it is for academic purposes and is approved by the department supervisor.
4. Students who bring in computer media (USB drives, or any other media containing a file) from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer, he or she must immediately stop whatever he or she is doing and inform the supervising teacher.
5. Students will respect the laws of the United States of America concerning copyrighted material. **
6. Access to any social network or social website of any kind, such as Facebook, Instagram and Snapchat, etc. is prohibited unless it is an academic social network and access is approved by the department supervisor and purposed for academic pursuits.
7. Students will be safety-conscious while online and will not reveal their address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's

name, address or telephone number. Students will not transmit or use pictures of others without their consent. **

8. Cyberbullying - disrespecting, mocking, gossiping, or speaking rudely or inappropriately about another person (student, teacher, friend or adult) online-is prohibited. Sexting is prohibited. Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of controlled substances, alcohol or tobacco. **

9. Students will reimburse the school for any damage to computers, laptops, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.

10. Students may not go online via the school internet or their own wireless data plan without the consent of a teacher. Students may not go online at CGCA for personal reasons. School use of technology must be for academic reasons no matter if the wireless connection is school provided or personally provided through a family data plan. Student use of e-mail is restricted to faculty/staff consent at all times. Any unauthorized use of personal e-mail, through CGCA's network, or through a personal data plan, will result in disciplinary action.

11. Students will not use another student's technology, computer account or password. Students will not allow another student to use his/her technology, computer account or password under any circumstances. Students will not impersonate another's identity. **

12. Students will respect the privacy of others. Deletion or tampering with files not created or owned by the student is prohibited, unless the supervising teacher directs such deletion.

13. Computers and networked games, including role playing and fantasy games, are prohibited unless ordained and mandated by the classroom teacher and then only when it is sanctioned by the administration.

14. Students will not change computer settings, download programs from the internet or install programs on any school computer. They will not take apart or remove any computer or any other piece of technology.

15. Students may not take pictures or video of any student, teacher, staff member or CGCA guest without the individual's consent and without an academic reason or pursuit. They will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator.

16. Students may not utilize any piece of technology in CGCA's bathrooms.

17. Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Technology AUP, parents and students will be notified.

18. The administration has the authority to override a supervising teacher if network integrity and/or student cyber-safety could be impaired or compromised by any action. Any violation of the Technology AUP will be taken quite seriously and may result in a suspension and or expulsion depending upon the particular violation. **

19. The AUP is to be adhered to by all students and supported by members of students' families while participating in any and all school related functions whether on school property or away from campus.

** 24/7/365 Policy shall be enforced if a rule violation occurs and may result in consequences levied though the student is not on campus or participating in school sanctioned activity.

Dishonesty in Schoolwork

Our prayer at Cedar Grove is that all students meet our high expectations to show their own honest work. The Lord wants us to be honest in all that we do, just as Proverbs 20-21 says, "So you will walk in the way of the good and keep to the paths of the righteous. For the upright will inhabit the land, and those with integrity will remain in it."

Dishonesty in schoolwork will not be tolerated.

1. The consequences are written in both the Lower School and Middle School Handbook depending on the grade of the student.

2. The assignment will receive a zero.

3. The work will be redone (i.e. test retaken, paper rewritten) and the final grade will be an average of zero and the second assignment.

4. Repeat offenses may result in a zero for the grade.

Our goals for our students are:

1. To equip students to use technology to impact the world for Christ

2. To teach students discernment and the ethical use of technology

3. To improve the quality of student learning and academic achievement

4. To promote differentiated and authentic learning

5. To improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact

6. To expand classroom experience beyond traditional time and space limitations

7. To equip students to be lifelong learners

With access to computers and people all over the world also comes availability of material that may not be consistent with the spiritual and educational values of our school. CGCA has taken great precautions to restrict access to controversial and ungodly sites. However, on a global network it is impossible to control all materials. While the purposes of our school are to use the Internet resources for educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on the worldwide web as well as the development of computer literacy skills consistent with today's academic demands and job market outweigh the potential risk. Further noting that CGCA works diligently, taking all available precautions that students should avoid encounters with sinful behaviors referenced on the Internet.

CGCA will endeavor to provide:

1. A reliable internet connection protected by monitoring software

2. Age (grade) appropriate supervision of students

3. Training of students that delineates appropriateness, technology etiquette, and general instruction

With this in mind, students will be held responsible for appropriate behavior on the school's computer network just as they are in the classroom or on the sports field. General school rules for behavior and communications apply. Access to computers, the Internet and other technology resources is a privilege, and permission to use such will only be granted to students who have signed the Acceptable Use of Technology Agreement and have received appropriate training.

Code of Ethics

The student will strive to act in all situations with honesty, integrity, and respect for the rights of others.

The student will also make a concerted effort to maintain a good testimony to fellow students, CGCA personnel, and all other with whom he/she interacts.

The student will also strive to apply Philippians 4:8 to the use of the technological resources with which God has blessed us: "Finally brethren, whatever things are true, honest, just, pure, lovely, and of good report; if there be any virtue and if there be any praise, think on these things."

Student may not use technology resources to:

1. Engage in illegal activity

2. Participate in financial gain/transactions

3. Degrade or disrupt equipment/system performance, or knowingly download malicious software

4. Gain unauthorized access to technology resources or to circumvent computer network security

5. Vandalize data, or invade the privacy of others

6. Access, post, or publish inappropriate messages or information which includes but is not limited to obscene, profane, pornographic, threatening, inflammatory, disrespectful, or offensive images, messages, sites, etc.

7. Use the technology resources assigned to CGCA personnel

Any attempt at the above list of seven prohibit activities, regardless of success, motivation, or the location and/or ownership of the technological resources, will result in serious consequences to a student as well as a failing grade in computer class. As a technology grade is part of the requirements for education, a failing grade will have long term negative consequences in a student's academic life.

In addition, students may not at any time use school provided technology resources; or use any technology resources during or after school hours or at school functions to:

1. Access, post, or publish images, sites, messages or information, related to commercial purposes (buying, selling and/or trading anything)

2. Access, post or publish images, sites, messages or information related to gaming, fantasy leagues, etc.

3. Engage in electronic communication, including, but not limited to, digital social networking, blogs, text messaging, instant messaging, or personal email

Any attempt at the above list of three prohibited activities, unless specifically instructed by appropriate CGCA personnel to do so, regardless of success, motivation, or the location and/or ownership of the technological resources, will result in consequences ranging from Administrative Detentions to multiple day suspensions and suspension of access to CGCA technology resources – resulting in a failing grade in computer class. As a technology grade is part of the requirements for education, a failing grade will have long term negative consequences in a student's academic life. Continued attempts even after said consequences are assigned will result in consequences ranging from multiple-day suspensions to consideration for expulsion.

Internet Computers/CGCA Network Environment

Monitoring User/Network Activity – In order to enforce policy statements regarding use of CGCA computer systems, CGCA reserves the right to monitor its user's activity on the computer/networked systems. Monitoring will be performed on both a routine and random basis by system administrators for the purpose of assuring quality performance and appropriate use of school technology. In addition, CGCA may from time to time need to access messages and or files for back up, maintenance, and other administrative purposes. Users, therefore, should not have any expectations of personal privacy with respect to any message sent, received or file stored on any CGCA computer or electronic communications system.

Photo and recording equipment may only be carried or used with prior written permission from appropriate school personnel and may only be used for school related assignments.

For all electronic devices brought to school, CGCA is not responsible for damage to or theft of any such device Personal or laptop computers are only permitted in school with prior written permission from appropriate school personnel for the sole purpose of completing school work and may not be used form playing games, listening to music, watching videos, etc. The school is not responsible for damage to or theft of any such device. Students are not to connect to the network at any time unless specific permission is granted by school personnel for the purpose of completing an assignment.

Disclaimer

The Internet user and his/her parent/guardian must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, CGCA cannot assume responsibility for:

1. The reliability of the content of a source. Students must evaluate and cite sources appropriately,

2. Inappropriate material that bypasses CGCA security/monitoring software/equipment,

3. Costs incurred if a student requests a product or a service for a fee, or

4. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.

CGCA makes no warranties of any kind, whether expressed or implied, for the access it provides, and thus will not be responsible for any damage a user suffers. Also, the user agrees to indemnify CGCA for any losses, costs, or damages, including reasonable attorney fees, incurred by CGCA relating to, or arising out of, any breach of the Acceptable Use of Technology policy.

TABLET/NOTEBOOK ACCEPTABLE USE

General Guidelines
1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Cedar Grove Christian Academy.
2. Students are responsible for the ethical and educational use of the technology resources of the Cedar Grove Christian Academy.
3. Access to the Cedar Grove Christian Academy technology resources is a privilege and not a right. Each employee, student and/or Guardian will be required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Misconduct and Progressive Discipline Policies.

Privacy and Safety
1. Do not go into chat rooms or send chain letters without permission.
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Remember that storage is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the administration immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety
1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or Guardian.
2. Plagiarism is a violation of the Student Misconduct and Progressive Discipline Policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by Cedar Grove Christian Academy

E-mail
1. Always use appropriate language.

2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass e-mails, chain letters or spam.
4. Students should maintain high integrity with regard to e-mail content.
5. No private chatting during class without permission.
6. Cedar Grove Christian Academy e-mail is subject to inspection by the school.
7. No use of Facebook, MSN Messenger, Hotmail, Instagram, My Space or any other similar program during the school day.

Consequences
● The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Tablet/Notebook Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the student handbook.
● Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
● Cedar Grove Christian Academy cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Pa. Open Records Act; proper authorities will be given access to their content.
●

PROTECTING & STORING YOUR TABLET/NOTEBOOK COMPUTER

Tablet/Notebook Identification
Student Tablet/Notebooks will be labeled in the manner specified by the school. Tablet/Notebooks can be identified in the following ways:
● Record of serial number and computer naming schema.
● Individual User account name and password

Storing Your Tablet/Notebook
When students are not monitoring Tablet/Notebooks, they should be stored in a their locked security cabinet. Nothing should be placed on top of the Tablet/Notebook, when stored in the locker. At times students may be permitted to take their Tablet/Notebooks home after school. Tablet/Notebooks should not be stored in a vehicle when taken home.

Tablet/Notebooks Left in Unsupervised Areas
Under no circumstances should Tablet/Notebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the multi-purpose room, computer lab, lobby, locker rooms, library, unlocked classrooms, lunch room, gym , and hallways. Any tablet left in these areas is in danger of being stolen. Unsupervised Tablet/Notebooks will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving your Tablet/Notebook in an unsupervised location.

Statement of Agreement

My commitment as a student at Cedar Grove Christian Academy is as follows, and I do hereby agree that:

I WILL

1. Use the Internet to visit new places, museums, historical events, and learn more about the world.

2. Use good judgment in visiting appropriate sites.

3. Respect other people's privacy.

4. Leave a website that makes me feel uncomfortable or that may be inappropriate

5. Be courteous and respectful in my messages to others.

6. Use appropriate language.

7. Use good judgment if inappropriate materials appear on the computer monitor, and make it my first (and immediate) action to shut off the monitor. The second action is to raise my hand and report to the teacher.

8. Get permission from the teacher in charge before printing any materials.

I WILL NOT

1. Give out personal information on the web.

2. Communicate with people in chat rooms or other online forums.

3. Steal or illegally copy programs or works that are copyrighted.

4. Break or hack into computers or reengineer programs.

5. Copy work from someone or somewhere else and pretend that it is mine. (I will not plagiarize.)

6. Illegally post or distribute copyrighted work.

7. Visit websites that contain adult, violent, or illegal behavior.

8. Attempt to break through firewalls or filtering software.

9. Use others' passwords.

10. Trespass into others' files or work.

11. Post private information about another person.

12. Swear, use vulgarities, or any other inappropriate language.

13. Install any programming onto any computer, network, or system of this school. This includes music, video clips, software, shareware, and freeware.

14. View, send, or display offensive messages or pictures.

My Commitment

1. I am a responsible technology user in CGCA, and I promise to adhere to all policies, codes, and laws.

2. I understand that I alone am accountable for my actions and will lose privileges if any of the above Acceptable Use Policies are violated.

3. I have read the entire Acceptable Use Policy and understand the penalties for not following the rules.