



2023-2024 Technology Acceptable Use Policy

– Middle/High School Students –

INTERNET USAGE:

- Students will use their Internet and network access privileges only for activities in support of education and research consistent with the educational objectives of North Hills Christian School (NHCS).
- The school's Internet may be used only for school-related activities. Academic honesty requires proper citation of sources including electronic sources and not submitting work generated by AI software, either on or off campus. Other persons' Internet accounts (SSIDs) may not be used on the school's computers or devices. Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Therefore, vulgarities, abusive language, or threatening actions are strictly prohibited.
- NHCS utilizes web filtering software as a precaution against inappropriate materials. However, with the ever-changing internet landscape and countless new applications, extensions, and websites being added each day, there can be gaps in filtering. Users will **immediately** notify an adult supervisor if any inappropriate web page or portion of a web page is accessed. Users may not demonstrate the problem to other users. Users shall not deliberately attempt to upload or download inappropriate materials. Users shall not reveal their home address, phone number, or any other personal information while online.
- Dishonesty and Property Destruction (see Discipline Offense Chart, Category 6 & 7) will result in immediate suspension of privileges as well as other disciplinary actions. These acts include (but are not limited to) any malicious attempt to steal, harm, or destroy the data of another user, making equipment or software alterations, network hacking, and uploading or creating computer viruses. No software of any kind may be brought from home for use on school computers. Students may not create or access personal web pages. Students may not download or otherwise access any files, applications, or extensions (i.e., music files). Students' work will be published only under the direction of a teacher.
- Students may not place stickers or any other permanent items on any school computer or device.

GOOGLE ACCOUNTS:

- Students are given credentials to access Google accounts, hosted by Google "G Suite for Education." Email accounts provided by North Hills can only be used for sending messages to others with "nhcsvallejo.org" and "north-hills.org" email accounts. Included in student Google accounts is access to cloud-based storage and Google applications. These resources are intended to facilitate student learning and should not be used for inappropriate purposes. Students have no expectation of privacy in email and file storage, and such files will be examined from time to time. Use of the school Internet account and local area network by anyone other than staff or students is prohibited. Transmission of commercial information, advertising, or political lobbying is prohibited.
- Only school-authorized email accounts are permitted under the supervision of a teacher. Students shall not access personal email accounts on school computers or devices.

DEVICES:

- This use policy applies to all devices used by students. NHCS retains the sole right of possession of computers, Chromebooks, and related equipment. Chromebooks will be issued to students according to the guidelines outlined in this document. The school's technology team or administrative staff retains the right to collect and/or inspect all devices at any time.

USE EXPECTATIONS:

- All Chromebooks are numbered. Students will be assigned a specific Chromebook to use and are not to share their Chromebook with other students.
- Students are responsible to use the device as directed by teachers and school administration.
- Students are to charge their device at home and make sure it is fully charged for the next school day.
- Students are required to bring their Chromebook to every class except P.E.
 - If a student forgets their Chromebook, he or she is not able to borrow a Chromebook for the day
 - The student will receive a zero for any in-class assignments that require a Chromebook
 - The student will not be permitted to use his or her phone for any in-class assignments
- Students are responsible for returning their Chromebook at the end of the school year
 - In the event of a withdrawal, the Chromebook must be returned within 48 hours of the student's last day
 - In the event of an expulsion, the Chromebook must be returned on the student's last day
- Failure to follow these use expectations will result in the loss of the device.

DAMAGE OR LOSS OF EQUIPMENT:

- The student agrees to avoid any and all actions judged by school administration to be negligence or mistreatment. For example, prying keys off, not using the case provided by North Hills, and/or carrying the Chromebook without being secured.
- In the event a student Chromebook is damaged or lost, the parent/guardian must notify the school counselor by email (cpollard@nhcsvallejo.org) within 48 hours.
- If the Chromebook is damaged by negligence or mistreatment, it is the family's financial responsibility to pay for repairs or replacement of the device. Please note that all repairs must be done through the school; outside repairs are not permitted.

SUBSTITUTION OF EQUIPMENT:

- If a Chromebook becomes inoperable due to general wear and tear (i.e., not damaged by negligence or mistreatment), NHCS will provide a spare Chromebook until the Chromebook is fixed or replaced with a new one.
- When a spare Chromebook is checked out to a student by the School Counselor (whether due to general wear and tear or negligence or abuse), the spare Chromebook is to be checked back in at the end of the school day; it cannot go home with the student.

PERSONAL DEVICES:

- Students are not allowed to bring personal laptop devices, tablets, gaming devices, or any other devices on campus. In the event this policy is violated, disciplinary action will be taken and NHCS has no responsibility for loss or damage to any device brought on campus.
- For smartwatch use, see the NHCS Cell Phone Agreement.

PERSONAL HEALTH & SAFETY:

- Avoid extended use of the Chromebook.
- The Chromebook must be used on a flat surface.
- At the direction of staff, Chromebooks will be regularly cleaned by students at school.
- Take breaks when using the Chromebook. Look away from the Chromebook approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.