



COVENANT

CHRISTIAN ACADEMY

**Distance Learning
& Electronic Mobile Device
Handbook**

Introduction

FOCUS: the mission of Covenant Christian Academy and expect excellence in all that we do.

- Our mission to partner with parents has not changed.
- We will continue to deliver on our promise of providing an academically challenging, biblically based education to students.

METHOD:

- Asynchronous: videos from teachers or other websites for instruction and/or review
- Synchronous: live streaming from classroom. Students will be given a daily schedule from teachers and students will log in to Google Classroom for real-time instruction. Zoom Meetings for regular check-ins.

EXPECTATIONS:

- Students will be held accountable for turning in daily assignments
- Attendance will be taken for all modes of learning (daily check in for distance learning)
- Formative and summative assessments will be given to students throughout the year
- Process of grading for assignments, quizzes, and tests will be similar to the process pre-Covid

GOALS:

- Make instructional relevant, engaging, and meaningful for all students.
- Emphasize teaching and learning.
 - Teachers will treat distance learning as real school with real work
 - Students should be ready to engage and learn.
- Use technology to enable learning, not hinder it.
- Embrace new opportunities. Teachers will focus on priority content but also try new and innovative teaching methods to introduce new content during distance learning.
- Keep everything in perspective.

OVERVIEW:

- Technology touches almost every part of our lives.
- Technology in the hands of every student can serve as an equalizer, providing students with access to information and tools that empower them as learners.
- Technology in the hands of every student can increase student engagement and thus student performance, satisfaction, and interest in school.
- Technology in the hands of every student can change the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means.

- Technology in the hands of every student can better equip the workers of tomorrow to investigate and solve real-world challenges similar to those they will experience in the workplace.
- Technology in the hands of every student is one of the largest paradigm shifts in teaching and learning to be experienced by today's educators.
- Effective implementation of a plan to place technology in the hands of every student requires careful planning with a large emphasis on professional development for teachers as they begin their journey down the road to personalized learning in a 1:1 environment.
- Technology infrastructure must be designed and implemented in a manner to allow the seamless implementation of an environment where personalized learning thrives in the Covenant Christian Academy classrooms.

Covenant Christian Academy students and families must understand that:

1. All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.
2. All users of the CCA network and equipment must comply at all times with Covenant Christian Academy policies.
3. Laptops, iPads and all technology equipment associated with the device are on loan to students and remain the property of Covenant Christian Academy.
4. All users are accountable to all school, local, state, and federal laws.
5. All use of the technology equipment and network must support education.
6. Students and families must follow all guidelines set forth in this document and by CCA staff.
7. All rules and guidelines are in effect before, during, and after school hours for all CCA laptops, iPads and technology equipment whether on or off the school campus.
8. All files stored on CCA equipment or on the network are property of CCA and may be subject for reviewing and monitoring.
9. The term "equipment" or "technology" refers to laptops/chromebooks, power cord/chargers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.
11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. CCA uses a technology filter system to help in aiding security of content; but on rare occasions, content may miss the filter system. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students may only log in under their assigned CCA username. Students will not share their password with other students at any time.
16. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.
17. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. CCA may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
18. CCA reserves the right to confiscate the equipment at any time.

ACADEMIC INTEGRITY:

Academic integrity means that a student is doing and submitting original individual work. While some assignments/projects are collaborative, they will require each group member to contribute to the overall assignment. We expect CCA students to not plagiarize (use other people's work without citation) or use other people's information in assessments. The following will be enforced in cases where academic integrity is not upheld:

- **1st Offense:** student will have a conference with an administrator concerning the infraction. Student will be able to redo/retake as a learning experience. Infraction will be documented in Renweb. Parent will be contacted and notified.
- **2nd Offense:** student will have a conference with an administrator concerning 2nd infraction. Student will not be able to redo/retake assessment and receive no credit for assignment involved. Infraction will be documented in Renweb. Parent will be contacted and informed of the incident and potential impact on grade.
- **3rd Offense:** Student will have a conference with an administrator concerning 3rd infraction. Student will not be able to redo/retake assessment and receive no credit for assignment involved. Student will be suspended for at least 1 day. Upon readmission with parent/guardian, students will develop an academic integrity plan/contract to be followed.

DEFINITION OF TERMS:

- Asynchronous Learning - Class interactions happen via Learning Management System (Google Classroom) without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe.
- Synchronous Learning - Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference, livestream, or chat. We have Zoom and Google Meet for synchronous meetings. CCA classes for distance learning are a blend of synchronous contact and asynchronous study/work.
- Teacher Office Hours - Teachers are available digitally for daily real-time responses to student questions, using CCA's online platform (G Suite) that allows students to interact with the teacher and view/hear one another's questions. Teachers will also provide Office Hours indicating how and when students and parents can reach them for the week.

DISTANCE LEARNING SCHEDULE

CCA will design approximately 4-5 total hours of structured learning for the average student each day. This is reduced from the normal 7-8 hour school day to allow students some scheduling flexibility as they work from home and in accordance with best practices in distance education.

All learning objectives, learning materials, and instructions will be posted by teachers no later than 8:00am each day. All students assignments will be due 11:59 on the same day.

SAMPLE DISTANCE LEARNING SCHEDULE

SAMPLE SCHEDULE FOR DISTANCE LEARNING (Elementary)

	Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
Bible	30 Mins.	Synchronous	Synchronous	Synchronous	Synchronous	Synchronous
Math	90 Mins.	Synchronous	Synchronous	Synchronous	Synchronous	Synchronous
ELA	90 Mins.	Synchronous	Synchronous	Synchronous	Synchronous	Synchronous
Science	45 Mins	Synchronous	Asynchronous	Synchronous	Asynchronous	Synchronous
Social Studies	45 Mins.	Asynchronous	Synchronous	Asynchronous	Synchronous	Asynchronous
Specials (P.E., Music, Spanish, Art, Computer etc.)	45 Mins.	Asynchronous/ Synchronous	Asynchronous/ Synchronous	Asynchronous/ Synchronous	Asynchronous/ Synchronous	Asynchronous/ Synchronous

Middle School will do synchronous instruction throughout the day for all their subjects. Detailed schedule for 6th, 7th, and 8th grade will be available in August.

**This is a sample schedule only used as a guide and will vary per teacher and per classroom.

NURTURING ENVIRONMENT

In a distance learning environment, it takes all members of our learning community --- the administration, counselors, teachers, students, and parents --- intentionally choosing to nurture each other's role in this unique situation. When a teacher is in a traditional classroom, he/she is able to read non-verbal communication cues to determine if a student is disengaged, confused, or overwhelmed. Distance learning limits the teacher's ability to adjust and adapt if there is a student who has an issue. That means that it is vital to our collective success for the other community members to communicate if there is an issue or concern. We are all in this together so it is important that we show unity and go directly to individuals with understanding. This is an opportunity to truly live out the wisdom of James 1:19: "My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry."

COMMUNICATION

Because students will not be present for in-person feedback from their teachers, *it will be important for students to reach out to teachers during synchronous class meetings and/or office hours to get help early and often while completing assignments, rather than misapplying a new concept or skill.* Teachers will be available during synchronous instructional time and will do their best to respond to questions at that time. Student response times should be comparable and students should be checking their email or Google Classroom throughout the learning day. At minimum, students, teachers, and staff should respond within 24 business hours.

Here are the communication paths available:

- Log into Google Meet during scheduled synchronous hours
- Email the teacher
- Request to meet during teacher's office hours

Just a reminder, students and parents are expected to communicate with the teacher FIRST, before administration is contacted to follow up on any concerns. While reaching out to teachers with questions through email, it is also important to note that teachers should focus on teaching their classes and planning lessons during the school day. Parents and students can expect a response within 24 hours of the inquiry.

ATTENDANCE POLICY

Students are expected to be present for class and engaged in the daily lesson plans unless they have a written note from a doctor, or parent/guardian indicating their reason for absence. This is the assigned time when the teacher is available and may offer synchronous learning. CCA will be taking attendance on a daily basis. Students and parents/guardians should understand that missing a distance learning class might make it particularly difficult to catch up on missing information, due to the complexity of online learning. This means every priority should be made to attend classes during its assigned time.

If students do not adhere to the policy of being an active, engaged learner every day, the school will require any or all of the following:

1. Receive a phone call about the absences
2. Receive a warning letter about the absences

3. Attend a meeting with school administration and parents about attendance
4. Receive a behavior contract with the school about attendance

ILLNESS AND REQUESTS FOR ASSIGNMENT EXTENSIONS

If a student is ill, or has an excused reason to request a distance learning due date extension, a parent/guardian will need to communicate with the teacher and the office. Make-up work due dates will continue to follow the policy stated in the student/parent handbook. Should students need extended time due to illness, the extended illness plans will be handled by Ms. Bridwell.

ACADEMIC POLICIES

HOMEWORK

During Distance Learning, all work is “homework” by virtue of being completed at home. As a result, homework now includes viewing lectures, logging into Google Meet for synchronous learning, and any work asked of the student. Homework often provides students with practice of what they have learned in class. Examples of homework in a distance learning environment could include activities on G Suite (Google Slides, Google Docs, Google Form, etc.), completion of workbook pages submitted as images, reading an AR book, etc.

ASSESSMENTS

Teachers will assign formative and summative assessments remotely during distance learning. Teachers will create assessments through Google Forms or other activities on G Suite and/or other website resources.

GRADING AND RENWEB

Grades provide a way for CCA families to track a students’ progress. As a result, teachers will update grades for assignments completed during Distance Learning on a regular basis. In a distance learning environment, the parents/guardians have an increased responsibility to monitor Renweb to ensure students are completing their work.

LATE WORK

In a distance learning model, the school will adopt a common late work policy. The policy in a distance learning model has more grace than a traditional learning model, since the teacher is not present to help the student stay on task.

All work for the day is due at the end of the day at 11:59pm. If the student has not submitted the work by that time, the teacher will mark it as a zero within 48 hours. Students can still turn the work in late if they submit quality work and email the teacher, notifying him/her that the work is completed. The late work policy in the handbook will apply to any late work during distance learning.

STUDENT DISTANCE LEARNING INSTRUCTIONS

LEARNING SPACE

Students need an organized space from which to learn. Look around your home and decide the best place to become your distance learning location. Some things to consider:

- Natural light (helps with productivity and positivity)

- Space for your computer/iPad, notebook, and textbooks to be within easy reach
- Eliminate distractions
- Consider an extra monitor, so you can see multiple screens at once (during synchronous instructional time)
- Think about furniture that promotes good posture

JOINING A ZOOM AND GOOGLE MEET SESSION

Each teacher will have a zoom room and google meet link and meeting number posted on Google Classroom or Email. Students will use that link and meeting number to access any synchronous learning session. Little prompts will pop up as students join. Read them carefully and give access to the camera and microphone for these learning sessions. Students will mute their microphones unless they are asked to unmute. A few tips:

- Put yourself in a location that is quiet and free from distractions. Plugging in headphones with a microphone is most effective.
- Consider the lighting and make sure you can be seen.
- Be appropriately dressed if on screen (following CCA uniform guidelines, no themed shirts or attire).
- Side chatter can be distracting, so do not use the chat window unless directed by the instructor.
- Turn off your video when you are not sharing, especially if you have slow speed internet.

PARENT/GUARDIAN RESPONSIBILITIES FOR STUDENTS WITH MOBILE DEVICES

Covenant Christian Academy makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops/chromebooks in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

SIGN THE STUDENT/PARENT ACCEPTABLE USER AGREEMENT

Parent/Guardian Responsibility

In order for students to be issued a laptop/chromebook, a student and his/her parent/guardian must acknowledge acceptance of the **Acceptable Use for Technology-Electronic Mobile Device**. A student will not be issued a laptop/chromebook until the agreement has been accepted and a hard copy has been signed by both parent and student and returned to the school.

ACCEPT LIABILITY

Student Laptop/Chromebook Insurance

- Laptop/Chromebook insurance covers accidental damage, cracked screens, liquid spills, liquid submersion, theft/burglary/robbery, fire/flood damage, vandalism, natural disasters, power surge due to lightning, mechanical failure and manufacturer defect. Two claims per year will be covered.
- The school reserves the right to deny coverage in the event of abuse of the theft/burglary/robbery coverage.

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of the repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Damaged because of negligence

Lost or stolen devices must be reported to the school immediately.

MONITOR STUDENT USE

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions:

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

EQUIPMENT RULES AND GUIDELINES

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use school-owned technology equipment. In general, this requires efficient, ethical and legal utilization of all technology resources.

Violations of these rules and guidelines will result in disciplinary action.

Students will receive laptop/chromebook- related training during the first weeks of school. Below you will find a summary of the main points of each training topic.

ELECTRONIC RESOURCE POLICY AND RESPONSIBLE USE OF PROCEDURES

General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

- Do not share logins or passwords
Exception: students are asked to share passwords with parents or guardians
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

Activities Requiring Teacher Permission

- Using equipment during class
- Using headphones in class

Inappropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Thumb Drives

All school rules and guidelines apply to any thumb drive plugged in to school equipment

G Suite

All programs and/or apps are available to students through G Suite, an app/program on the device.

EQUIPMENT USE, CARE, AND CLASSROOM ROUTINES

Lockers

If laptops/chromebooks must be stored in lockers, care must be taken to prevent heavy items from being placed/stored on top of the device

Hallways

- Keep your laptop/chromebook in a protective case or cover at all times
- Always use two hands to carry the device
- Never leave the laptop/chromebook unattended for any reason.

Classroom Habits

- Ensure that laptop/chromebook is resting securely on the desktop
- Never place your laptop/chromebook on the floor.
- Close the lid of the laptop before standing up.
- Never leave your laptop/chromebook unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen before walking away.
- Follow all directions given by the teacher. Failure to follow school policies and teacher instructions could result in disciplinary action.

Care of laptop/chromebook at school

- The laptop/chromebook stays in the protective cover at all times.
- The power cord/charger should always be available if/when needed.
- Store the device on a desk or table. Books and/or binders should never be placed on top of a laptop/chromebook. If the laptop/chromebook is not in use, it should either be stored on top of a desk/table or in the student's backpacks or cubbies/lockers. A laptop/chromebook should never be on the floor.
- A laptop/chromebook should never be open if a student is consuming food or drink.

Care of laptop/chromebook at home

- The laptop/chromebook stays in the protective cover at all times.
- Charge the laptop/chromebook fully each night.
- Use the laptop/chromebook in a common room of the home
- Store the laptop/chromebook on a desk or table - never on the floor
- Protect the laptop/chromebook from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets

Traveling to and from School

- Completely shut down the laptop/chromebook before traveling.
- Do not leave the laptop/chromebook in a vehicle.
- If ever in a situation when someone is threatening you for your laptop/chromebook, give it to them and tell a staff member as soon as you arrive at school.
- CCA will work in cooperation with the local law enforcement officials if a device is reported stolen.

Prohibited Actions

Students are prohibited from:

- Putting stickers or additional markings on the laptop/chromebooks or power cord/chargers.
- Defacing school issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptop/chromebooks.

EMAIL FOR STUDENTS

Purpose

All students K5-8th grade are issued an email account. Email allows students to safely and effectively communicate and collaborate with school staff and classmates, giving them an authentic purpose for writing.

The effective use of email is:

- A 21st century communication tool.
- Used in careers and higher education settings.

- A way to meet the International Society in Education Student Standards (ISTE) and accreditation standards (ACSI)

Guidelines and Reminders

Email should be used for educational purposes only.

- Email transmissions are monitored by the school to ensure appropriate use. This means that administrators and teachers may check students' email and will be alerted to any inappropriate content.
- All email and its/their contents are property of the school.
- Email should only be used by the authorized owner of the account.
- Students should protect their passwords at all times. Any suspected breach of a student's assigned CCA account should be reported immediately.

Unacceptable Use Examples

Non-educational related forwards (e.g. jokes, chain letters, images, etc.)

- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities

WEB CAMS

Purpose

Each student laptop/chromebook is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Web cams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

MOVIES

At School

Watching movies on your laptop/chromebook is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home

Streaming movies on your laptop/chromebook is allowed at home with permission from parents/guardians. **Note: devices are filtered at home with limited access to streaming services.**

You are not allowed to load personal software onto your district owned device.

DESKTOP BACKGROUNDS AND SCREENSAVERS

Any images set as the desktop or Home Screen background must be in line with school policy and guidelines. Inappropriate media may not be used as a desktop background. Presence of guns, weapons, inappropriate materials and language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of laptop/chromebook privileges.

COPYRIGHT AND PLAGIARISM

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

TECHNOLOGY DISCIPLINE

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example

The following are for illustrative purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network

12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, explicit behavior, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the school internet filtering system
17. Downloading music, games, images, vidoes, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email
19. Attempts to defeat or bypass the school's internet filter
20. Deleting browser history
21. Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
22. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
23. Unauthorized downloading or installing software
24. Modification to school browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal internet activity

DEVICE SECURITY

Laptop/Chromebook Security

Security is in place on the Laptop/chromebook to prevent certain activities. These include downloading or installing software on the laptop or chromebook, removing software, changing system settings, etc.

Internet Filtering

Covenant Christian Academy maintains an Internet filtering software package. This program automatically filters all student access to the internet.

DAMAGED EQUIPMENT

Accidental damage vs negligence

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

LOST/STOLEN EQUIPMENT

LOST EQUIPMENT

REPORTING PROCESS

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will immediately assist him/her. If

it is reported that a student has not brought the device to school for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

FINANCIAL RESPONSIBILITY

The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigation, if a laptop/chromebook is deemed lost, the school will make a determination regarding a replacement device.

STOLEN EQUIPMENT

Reporting Process

If equipment is stolen, please notify the school immediately.

Financial Responsibility

Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's responsibility to report the theft to the proper police and school authorities immediately upon incident. After investigation, if a laptop/chromebook is deemed stolen, the school will make a determination regarding a replacement device.

REPLACEMENT AND REPAIR COSTS

Students are expected to return the computer in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines. Parents/students will be issued financial obligations forms if any of the following occurs:

Manufacturer	Description	Cost
Dell	Chromebook 11	\$250.00
Dell	Missing Power Charger	\$39.00
Dell	Missing Power Cord	\$25.00
Dell	Cracked Screen	Covered by insurance

DIGITAL CODE OF CONDUCT

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of school activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Covenant Christian Academy policy on the use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject

to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the school's disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of school technology resources is prohibited including, but not limited to:

- Using racist, profane, explicit, or obscene language or materials
- Attempting to send or sending anonymous messages of any kind
- Using the network to access inappropriate and/or harmful materials
- Bypassing the school's security measures to access sites that are filtered on the school network
- Encrypting communications so as to avoid security review or monitoring by the system administrator
- Using the network to provide addresses or other personal information that others may use inappropriately
- Purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- Forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- Using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by school policy and guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the school's technology resources is prohibited including, but not limited to:

- Using the network for political activity, financial gain, or commercial activity
- Attempting to harm or harming equipment, materials, or data
- Changing any computer configurations and/or settings
- Installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee
- Streaming media, such as radio, games, video, etc. for non-educational purposes
- Proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- Running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners of any other non-approved programs on district technology resources
- Otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the school network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location where others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use technology resources cautiously to prevent damage.

Students are asked to conserve school technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of school technology resources (i.e. streaming video, streaming audio, and Internet radio), deprive an authorized school user access to a school resource, obtain extra resources beyond those allocated, or circumvent school computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite

borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

Acceptable Use for Technology - Electronic Device Contract

Students must sign the Acceptable Use for Technology -Electronic Mobile Device Contract every year.

School Name: Covenant Christian Academy

Student Name: _____

Student ID: _____

Make/Model: _____

Grade Level: _____

Serial #: _____

I understand, and pledge, that:

- I will take good care of my Electronic Mobile Device.
- I will always secure or have in my possession my Electronic Mobile Device.
- I will recognize that the Electronic Mobile Device is for my use only.
- I will know where my Electronic Mobile Device is at all times.
- I will charge my Electronic Mobile Device's battery daily.

- I will keep food and beverages away from my Electronic Mobile Device or attempt any repairs or modifications.
- I will protect my Electronic Mobile Device by only carrying it while in the case.
- I will use my Electronic Mobile Device in ways that are appropriate, meet CCA expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Electronic Mobile Device.
- I will not deface the serial number.
- I understand that my Electronic Mobile Device is subject to inspection at any time without notice and remains property of Covenant Christian Academy.
- I will follow the policies outlined in this regulation while at school, as well as outside the school day.
- I agree to immediately notify School Administration and IT department upon occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason.
- If it becomes a necessity due to loss or theft, I understand that a tracking system may be enabled to identify the location of the mobile device. This program will only be utilized to find devices that have been reported lost/stolen.
- I agree to return the mobile device on the date specified below in the same condition in which it was issued. Failure to return the Electronic Mobile Device will result in a theft report.

Students are expected to return the computer in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines. Parents/students will be issued financial obligations forms if any of the following occurs:

Manufacturer	Description	Cost
Dell	Chromebook 11	\$250.00
Dell	Missing Power Charger	\$39.00
Dell	Missing Power Cord	\$25.00
Dell	Cracked Screen	Covered by insurance

*Prices are subject to change depending on availability and industry pricing adjustments.

By checking the first box and signing below, the student and the student's parent or guardian acknowledges and agrees to the terms of use set forth above. Additionally, the student and the student's parent or guardian agree that the student's use of the electronic device is a privilege and acknowledge the student's responsibility to protect and safeguard the electronic device and to return the same in good condition and repair.

_____ I agree to the stipulations set forth in the above document including the Acceptable Use of Technology - Electric Mobile Device Regulation and the Student Pledge for Electronic Mobile Device Use.

Mobile Device Return Date: _____

Student Signature and Date: _____

Parent Name/Guardian (Please Print): _____

Parent/Guardian Signature and Date: _____