

***Franklin Road Christian School***  
**Electronic Device (Student-Owned iPad) Policy, Procedures,  
and Information**  
**2019-2020**

The focus of the electronic device program at Franklin Road Christian School is to provide tools and resources to the 21<sup>st</sup> Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of an electronic device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with electronic devices integrates technology into the curriculum anytime, anywhere.

Franklin Road Christian School Office of Information Technology (FR-OIT) reserves the right to monitor the use of any electronic device used in the classroom. The policies, procedures and information within this document apply to all electronic devices used at Franklin Road Christian School, including any other device considered by the Administration to come under this policy. Teachers reserve the right to set additional requirements for use in their classroom. The parent/student contract is located on the last page of this policy.

**1. USING THE ELECTRONIC DEVICE AT SCHOOL**

iPads and Notebooks are intended for use at school each day. In addition to teacher expectations for electronic device use, school messages, announcements, calendars, and schedules may be accessed using these electronic devices. Students will be responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

**1.1 Devices Left at Home**

If students leave their device at home, they remain responsible for completing course work, as if they had their device present. If a student repeatedly (three or more times as determined by any staff member) leaves their device at home, demerits will be issued.

## **1.2 Devices Undergoing Repair**

If a student is without an iPad for class for any reason, that student is still responsible for the work completed in class. FRCS is not responsible for any lost or incomplete work due to the absence of a student-owned iPad.

## **1.3 Charging Device Battery**

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Repeat violations (minimum of three days – not consecutively) may result in demerits. In cases where use of the electronic device during the school day has caused batteries to become discharged, students may connect their device to a power outlet in class or other common area.

## **1.4 Screensavers / Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols and pictures will result in disciplinary action.

## **1.5 Sound, Music, Games, or Programs**

Sound must be muted at all times unless permitted by a teacher for educational and/or instructional purposes. All software and/or apps must be FR-OIT approved. Devices in use at FRCS may be periodically checked for compliance, remotely. Students may not access any game or program not directly related to their schoolwork at any time throughout the school day. Failure to abide by this policy will result in demerits.

## **1.6 Printing**

Students that need to print documents for educational purposes only may do so at home, or in the high school office. All print jobs are logged under the user submitting the specific job at a charge of \$0.10/page.

## **1.7 Home Internet Access**

Students are allowed to connect to and/or establish new connections to wireless access points at their home or other areas where wireless internet access is available, for technology use. Policies are in place on FR-OIT systems to not allow the modifications of network connections.

# **2. MANAGING YOUR FILES AND SAVING YOUR WORK**

## **2.1 Saving to the Device**

Students may save work to the documents folder on the device but FRCS is not responsible for lost work. Cloud-based storage is available to students via OneDrive – accessible through their email –

and via Microsoft Office 365. This service is available to students at no additional cost for use. Students have unlimited storage capacity on OneDrive. Files saved to this platform can be accessed from any device with an internet connection. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunction is not an acceptable excuse for not submitting work.

## **2.2 Network Connectivity**

FR-OIT and Franklin Road Christian School administration, faculty and other staff make no guarantee that their network will remain up and running 100% of the time. However, in the rare case that the network is down, FR-OIT will not be responsible for lost or missing data. FR-OIT cannot and will not be responsible for issues arising from students losing work because of issues with a home network.

## **3. SOFTWARE ON DEVICE**

### **3.1 Originally Installed Software**

FR-OIT will synchronize the device with our servers to ensure they contain the necessary applications for schoolwork. The software/apps originally installed by FR-OIT must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use on a particular course. The licenses for software require that the software be deleted from the device at the completion of the course. Periodic checks will be made to ensure students have not removed required software/apps. It is the students responsibility to ensure their iPad is running the correct software. FRCS cannot and will not be responsible for any work lost due to an update in software on a student-owned device.

### **3.2 Inspection**

Students may be selected at random to provide their school-owned device for inspection. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the students will be required to unlock the device at the request of the school administrator.

### **3.3 Procedure for re-loading software**

The school does not accept responsibility for the loss of any software or documents deleted due to a re-format or software upgrade.

## **4. ACCEPTABLE USE POLICY**

The use of technology resources at FRCS is a privilege, not a right. If a person violates any of the User Terms and Conditions outlined herein, privileges may be terminated, access to the FR-OIT network may be denied and the appropriate disciplinary action shall be applied. The Franklin Road Christian School Student Code of Conduct shall be applied to student infractions.

**For extreme cases, violations may result in severe disciplinary action up to and including suspension/expulsion for students. When needed, law enforcement agencies may become involved.**

#### **4.1 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your child(ren) should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies and radio.

#### **4.2 School Responsibilities**

The FR-OIT will ensure within our control, all internet and internal network connections are available for use. If an outage is expected, students, parents and faculty will be notified via email of such planned or unexpected outage. FR-OIT will provide strict internet filtering in an attempt to block inappropriate material on school grounds. FR-OIT, through its partnership with Microsoft, will provide cloud-based storage for students and faculty. These will be treated similar to school lockers and FR-OIT reserves the right to review, monitor, and restrict information stored or transmitted via FR-OIT equipment and networks to investigate inappropriate use of resources. FR-OIT and other personnel will provide guidance to aid students in doing research and help during research to assure student compliance of the acceptable use policy.

#### **4.3 Student Responsibilities**

Students at Franklin Road Christian School are responsible for using computers/devices in a responsible and ethical manner. General school rules shall be obeyed concerning behavior and communication that apply to computer use. Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but not limited to, the loss of data resulting in delays, no-deliveries, service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via FR-OIT's network is at your own risk. FR-OIT specifically denies any responsibility for the accuracy or quality of information obtained through its services. Students shall help FR-OIT protect our network infrastructure by contacting Matt Haese, the schools Network Administrator about any security problems they may encounter. Students should always turn off and secure their device after they are done working to protect not only the device but their work and information. If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to notify FR-OIT.

#### **4.4 Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials;
- Any action that violates existing Franklin Road Christian School Student Code of Conduct or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work;
- Messaging services such as, but not limited to, MSN Messenger, Google Hangouts, AOL Chat, Yahoo Chat, Facebook Messenger;

- Spamming – sending mass or inappropriate emails;
- Gaining access to other students’ accounts, files, and/or data; processing or accessing information on school property related to “hacking”;
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity;
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but not limited to, setting up internet accounts including those necessary for chat rooms, eBay, alternate email accounts, etc;
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior;
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed;
- Bypassing the FR-OIT web filters through a web proxy.

#### 4.5 Device Care

Students at Franklin Road Christian School will be held responsible for maintaining their individual device and keeping them in good working order.

- Device batteries must be charged and ready for school each day;
- ***Students are responsible for all fees and costs relating to the upgrade and repair of their student-owned device;***
- Devices that are stolen must immediately be reported to the FR-OIT.

#### 4.6 Student Discipline

If a student violated any part of the above policy, he/she will be put on the following disciplinary steps:

Violation	Penalty
Opening/ utilizing an unauthorized application	5-15 demerits
Browsing the Internet without approval	15-25 demerits; tablet privileges revoked
Viewing or engaging in objectionably content/media	25-50 demerits; table privileges revoked
Using a tablet not owned by the student	5-15 demerits

#### 4.7 Cost of Repair / Replacement Parts / Replacement Accessories

Students are responsible for all costs regarding the repair and replacement of their student-owned device.

#### School Tablet Options

	Student-Owned Ipad	School-Owned Tablet
Acceptable Models	Apple*: iPad Pro, iPad 5th Gen, iPad Mini 4	Lenovo 300e Notebook
Estimated Duration	3-4 years**	Updated Yearly
Price	\$329-\$799	\$350/3yr agreement
Tech Support	-	x
Warranty	-	x
Case	-	-
Pen	-	\$40
Keyboard	-	x
Est. Total 6-year cost	\$658-\$1598	\$700

\*all iPads must be Wifi version only. All cellular enabled tablets will be disqualified for class use.

#### 5.1 Social Media

- At Franklin Road Christian School, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, Instagram, blogs, etc.) as a way to connect with others and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.
- Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. **The student's social media usage will be in accordance with the FRCS School policy both past, present and future.** Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, Instagram, blogs, YouTube and Snapchat to name a few.

## 5.2 Social Media Guidelines

- Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing Franklin Road Christian School in social media spaces, regardless of whether these are considered professional or personal spaces.
1. Use good judgment
    - We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
    - Know and follow the school's Electronic Device (School or Student-Owned) Policy, Procedures, and Information Contract.
    - Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
  2. Be respectful
    - Always treat others in a respectful, positive, and considerate manner.
  3. Be responsible and ethical
    - Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
    - Adults should be open about their affiliation with the school and the role/position they hold.
    - Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.
  4. Be a good listener
    - Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
    - Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
  5. Be accurate and appropriate
    - Check all work for correct use of grammar and spelling before posting.
    - A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

*And if you don't get it right ...*

    - Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
    - Apologize for the mistake if the situation warrants it.
  6. Be confidential
    - Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
    - Use caution if asked to share your birth date, address, and cell phone number on any website.
  7. Respect private and personal information
    - To ensure your safety, be careful about the type and amount of personal information you provide.
    - Avoid talking about personal schedules or situations.
    - Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.

- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
  - Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the use of the full name may be appropriate.
  - Always respect the privacy of school community members.
8. Post images with care
- Respect brand, trademark, copyright information and/or images of the school.
  - Do not caption photos with the names of current students.
  - Do not post photos of students without their consent.

## Franklin Road Christian School Office of Information Technology Electronic Device Student / Parent Contract

As Parent / Guardian of \_\_\_\_\_,  
(Student name)

we understand and accept the responsibility of use policy at Franklin Road Christian School and the school's Office of Information Technology. If the device is damaged, stolen, or lost while issued to my child/student, I/We understand that I/We could be responsible for any and all costs associated with bringing the device, device accessories and/or other components to original condition. I/We further have read and understand the Acceptable Use Policy set forth by FR-OIT, and declare to abide by all rules and regulations set forth herein. I/We agree to abide by the above policies. I/We understand that failing to submit to these policies will result in receiving demerits and a potential forfeiting of the students enrollment in school. By signing below, I/We agree to abide by all terms and conditions as outlined in the FRCS Network Integration Policy.

X

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Student Signature

X

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Parent Signature