



DIGITAL TECHNOLOGY CODE OF ETHICS

*“...Whatever is true, whatever is noble, what is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”
Philippians 4:8 (NIV)*

Introduction

It is the goal of Cascade Christian Academy (CCA) to prepare its students for life in Heaven while preparing them to be contributing citizens on this Earth as time lasts. We live in an age of technology and it is important for our students to know how to best utilize the technology they have available to them, both effectively and responsibly. Our vision for technology use is as follows:

- Enhance personalized learning.
- Expand learning beyond the school walls.
- Develop 21st century skills.
- Improve student engagement.
- Maximize resources of time and talent within CCA.

Purpose CCA will provide and assign students a Chromebook for use at school and at home to support learning. This policy provides guidelines and expectations for students and families who are issued CCA Chromebooks. CCA is the owner of the Chromebooks until the end of the four years of use. Additional rules may be added and would become a part of this policy.

Student Responsibilities Cascade Christian Academy's use of information technology resources, including email and Internet access are for educational purposes. In order to maintain these privileges, responsibility must be taken by the users of these technologies to maintain their integrity.

As a CCA student and user of technology, I understand it is my responsibility and privilege to honor this Code of Ethics and uphold CCA values both online, offline, at school and at home. I understand that my actions can affect others and that I will be held accountable for my behavior. I am committed to living up to these responsibilities as described below.

I will respect and protect the CCA Chromebook. Specifically, I will:

- Adhere to these guidelines each time the device is used at school and home.
- Charge my Chromebook at home nightly and bring it to school each day with a full charge.



- Not mark, deface, or place stickers on the Chromebooks.
- Not loan my Chromebook or charger and cords to anyone.
- Not leave the Chromebook in a vehicle or leave it unattended at any time.
- Not eat or drink while using the Chromebook or have food or drinks in close proximity.
- Keep my Chromebook away from locations like table edges, floors, seats or pets.
- Not stack objects on top of my Chromebook, leave it outside, or use near water.
- Understand that CCA will maintain and periodically update Chromebooks. Students will be notified of maintenance in advance.

Despite these safeguards, we understand there is always a risk that CCA-provided Chromebooks may be damaged, lost or stolen. If it is determined that abuse or negligence has occurred, students will be fined and may also be billed the cost of repair.

I will respect and protect the privacy of others. Specifically, I will:

- Use only my assigned accounts.
- Not view, use, or copy passwords, data, or networks to which I am not authorized.
- Not distribute private information about others or myself.
- Not share passwords or attempt to discover passwords. Sharing a password is not permitted and could make me subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- Report threatening or discomfoting materials to a teacher. Cyber bullying is to be reported to school personnel, immediately. Communication should be conducted in a responsible, ethical and polite manner.
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

I will respect and protect the integrity, availability, and security of all educational technology resources. Specifically, I will:

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Report problems I experience with any resources to a teacher or staff member.
- Not destroy or damage data, networks, or other resources that do not belong to me, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- Not download and/or install any programs, files, or games from the Internet or other sources onto any CCA-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Not tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.



I will respect my own and others right to learn in a distraction free environment.

Specifically, I will:

- Use devices only as directed while in the classroom.
- Use technology only for school-related purposes during the instructional day.
- Keep devices turned off unless otherwise instructed.
- Store my device in a designated location to be “docked” when not in use.
- Use my device only for specific class-related activity as directed by the teacher.
- Not reveal or post identifying personal information, pictures, files or communications to unknown persons through email or the Internet.

I will respect and protect the intellectual property of others. Specifically, I will:

- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize or claim others’ work as my own.
- Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech.
- Not intentionally access, transmit, copy, or create material that violates the school’s code of conduct (such as messages that are obscene, threatening, rude, discriminatory, or meant to harass).

I will respect and practice the principles of community. Specifically, I will:

- Communicate only in ways that are kind and respectful, remembering that Christ’s example applies to how we treat people online as well as off.
- Respect the internet filtering and security measures included on the Chromebook. Student Chromebooks are equipped with GoGuardian which filters internet content both when the student is at school and when on any other public or private network.
- Not attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
- Not attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person’s account and/or password or access secured wireless networks.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- The Chromebook will not be used to attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school library/media center.
- Understand that CCA technology, student files, and student activity may be viewed, monitored or archived by CCA at any time. All students must make their Chromebook available for inspection if requested by any administrator, teacher or their parent/guardian.



Consequences for Violation I understand that violation of these policies and responsibilities will lead to consequences ranging from a simple instructional interview to expulsion from CCA, and possible criminal prosecution. Parents/guardians will be contacted regarding any significant incident.

Consequences for taking another student's device may include:

- First Offense – meeting with Administration and student calls parents,
- Second Offense – in school suspension,
- Third Offense – out of school suspension.

Consequences for not meeting the student responsibilities as outlined in this Code of Ethics may include:

- First Offense – loss of device use for a week and student calls parent;
- Second Offense – loss of device use for the remainder of the quarter;
- Third Offense – loss of device for the remainder of the year.

Immediate suspension, possible expulsion or withdrawal from school may result if inappropriate photos are posted on social media or cyber bullying takes place.

Parent Responsibilities Cascade Christian Academy seeks to partner with parents in educating children in appropriate use of digital technologies. Specifically, CCA requires that parents will:

- Support CCA and its policies.
- Talk with their student(s) regarding CCA policies, including the appropriate use of Chromebooks and digital technologies within the classroom and school setting.
- Discuss with staff any questions or concerns regarding Chromebooks and their usage.

Supervision and Monitoring CCA is deeply committed to technology as a vital tool for learning for its students, teachers, and parents. Administration and faculty of CCA accept the responsibility to develop and implement a curriculum and/or classes within that curriculum that emphasize content which will foster independent thinking, problem solving skills, and the appropriate use of digital technology in the school setting.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Teacher and administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.



CASCADE CHRISTIAN ACADEMY

CCA is not responsible for any loss resulting from use of CCA-issued technology and makes no guarantees that the technology or the CCA network systems that support student use will be available at all times. By signing this policy students and parents agree to abide by the conditions listed above and assume responsibility for the care and proper use of CCA-issued technology. Should all terms of this Code of Ethics not be faithfully honored, access to Chromebooks, the Internet, and other electronic media may be denied in the future. In addition, students may be subject to disciplinary action outlined in the CCA Handbook.

Code of Ethics Acknowledgement Parents and students are to sign the last page of the Digital Technology Code of Ethics and return it to CCA.

THIS PAGE IS BLANK.



DIGITAL TECHNOLOGY CODE OF ETHICS

We, _____, the parent(s)/guardian(s) of

_____ agree to support the Digital Technology Code of Ethics and will uphold the Parent Responsibilities. We will assist our student(s) in upholding their Student Responsibilities.

Signed _____ Date _____
Parent/Guardian

I, a student at Cascade Christian Academy, agree to follow the Digital Technology Code of Ethics and will uphold the Student Responsibilities.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

**Please detach this page and return to CCA.
Please keep the Digital Technology Code of Ethics for reference.**