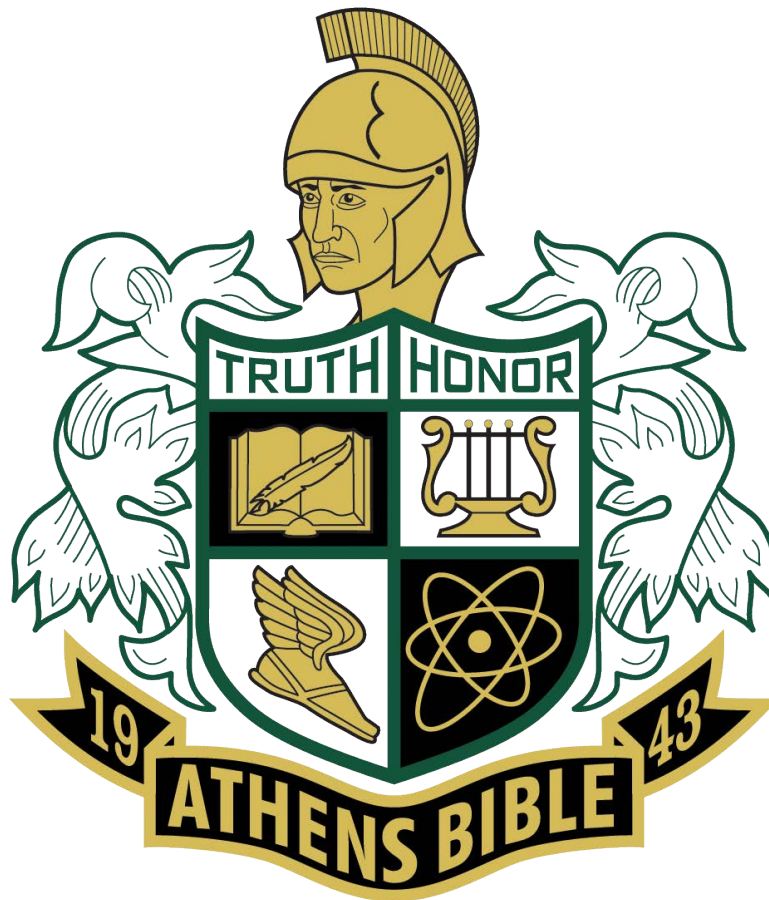


Athens Bible School
Technology
Use Policy and Agreement



Athens Bible School (ABS) is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct research. The goal of ABS through the Information Technology (IT) Department is to promote educational excellence by facilitating research, resource sharing, communication, collaboration, and innovation through the use of the network that is provided. All network access is expected to support education and research and to be consistent with the educational goals of ABS.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will result in disciplinary action. This Use Policy is designed to give students and their families' clear and concise guidelines regarding the appropriate use of all technology on the ABS campus. We expect all members of the ABS community to uphold to the values of honesty and integrity and we expect our students to use good judgment and utilize technology with integrity.

I. Technology Description

The Technology subject to this agreement includes **all technology brought on campus** including any cellphones, smartwatches, tablets, iPads, laptops, notebook computers, Chromebooks, desktop computers, computer accessories, and related software issued by ABS for student use, owned by the students and their families and/or issued by ABS to a student.

All ABS Teachers will have access to the computer lab and the technology center in the ABS Library for computer use during their class instructions.

The iPads will be used by the ABS Elementary Science Department and the Elementary Additional Education Program. These iPads are to remain in the classroom and used at the discretion of the teachers.

Students within the Kindergarten - 4th grade will participate in the Tablet Technology Program.

Students will be allowed to use the TLS-V4 TabPilot 10' Tablet. The teachers will use this device in the classroom for educational purposes only.

Students within the 5th – 12th grade will participate in the Google Chromebook Technology Program.

Students will purchase a Google Chromebook from the School. Student will maintain ownership of this device. The School will retain ownership of the Google Management Software and will monitor the device while the device is used for ABS school purposes.

II. Ownership – all devices except Student Owned

ABS shall be deemed to have retained title to all ABS owned technology at all times, unless ABS transfers the title. The student shall hold no security or ownership interest in ABS owned technology. Likewise, the student shall hold no security or ownership interest either in the licenses to the installed software included with the equipment or in the licenses to any other software that ABS may install on technology used by the student.

III. Technology Use Term

Chromebooks are to be used for school purposes only. During the school year apps, software and data will be maintained by the ABS IT Department.

Students shall use all technology in a respectful manner, insuring that devices are concealed, carried and used properly.

All technology is prohibited in the classrooms with the exceptions of Chromebooks, and ABS issued devices.

All ABS owned technology shall be returned in good operating condition to the ABS IT Department if the student is no longer enrolled in the current school year.

ABS may require the student to turn in any technology brought on the ABS campus at any time and for any reason due to disciplinary issues or for inspection by teachers, faculty and/or staff.

IV. E-mail and Google Classroom

An ABS e-mail address will be provided for students to use for school purposes to all in the 5th grade and up. The name of your e-mail address should not be changed under any circumstances. Student e-mails are subject to examination. Students should always use appropriate language in their e-mails. No inappropriate e-mail messages are allowed. Derogatory, obscene, harassing or abusive messages will be regarded as a violation of school policy and will be subject to disciplinary response.

Chain letters of any kind and spam are prohibited. Students are prohibited from accessing anyone else's e-mail account.

Students are prohibited from using their ABS assigned e-mail address to sign up for anything other than school related uses. Student e-mails will be disabled after graduation or once they are no longer a student at ABS.

V. Calling, Chatting and Texting

Calling, chatting, texting and instant messaging with any technology is prohibited on campus during school hours (8:00am – 3:00pm), unless authorized with the approval of the faculty/administration. Parents are not to call or chat with students while they are in class on any technology. If you need to get a message to your child, please call the office. Text messages may be read in between classes at the lockers and during lunch.

VI. Audio and Video

Audio should be turned off unless required for the activity being conducted. Each student is responsible for providing their own set of headphones. The use of technology to watch movies or videos is not permitted during school hours unless authorized with the approval of the faculty/administration.

Music and videos containing derogatory, obscene, harassing or abusive messages must not be viewed or stored on any technology. ABS reserves the right to remove any music or video that falls under this category. It will be regarded as a violation of school policy and will be subject to disciplinary action.

VII. Games

Only authorized, educational games are permitted on school technology. ABS reserves the right to remove any game that is considered inappropriate or impedes the educational purpose.

VIII. Security

School technology must not be left unattended at any time. If found unattended, a faculty or staff member will turn it in to a member of the ABS IT Department. Each offense will result in a disciplinary consequence; consequences can escalate with repeated violations.

School technology must be in student's position or secured in a locked classroom or locker at all times.

School technology is not permitted in the Dining Hall or restrooms. Do not leave school technology visible in cars.

Only ABS authorized markings, stickers and names are permitted on ABS technology.

No inappropriate screen savers and/or backgrounds.

No rough handling of technology.

Students are required to store and carry school technology in the approved case. Students are responsible for ensuring technology is secured during after school activities.

IX. Network Access

Students must not make any attempt to access servers or network information that is not open to the public. Students are not permitted to use a “personal hotspot” on campus. Students are not allowed to take control of another computer for any reason. Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

X. Downloading and loading of Software

All installed software must be a legally licensed copy. The IT staff must approve all software installations. Downloading of music, video files, games, etc. through the school’s network is absolutely prohibited unless it is part of an assigned, in-class activity. ABS reserves the right to remove any installed software that impedes the educational purpose. The use of bit torrent downloads and P2P (Peer to Peer) file sharing programs, including, but not limited to Frostwire and Limewire, is prohibited. This type of file sharing usually contains malware and is used to download pirated software, music, videos, etc.

XI. Internet Use

The use of the Internet is provided by ABS for educational purposes only. Inappropriate materials found on the Internet are strictly prohibited including anything containing derogatory, obscene, harassing, anti-religious, extremist, or militant materials, gambling, or depictions of violence, (etc.).

If a student accidentally accesses a website that contains inappropriate material, he or she is to notify a teacher or a member of the faculty/staff as quickly as possible so that such sites can be blocked from further access.

XII. Privacy and Safety

Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, email address, etc. unless they are completely sure of the identity of the person with whom they are communicating.

Students are not permitted to take videos or pictures of other students, faculty or administration without their consent. Students are not permitted to share any personal information, videos or pictures regarding other students, faculty, or administration to anyone, within school or outside of school without permission.

Students must secure and maintain private passwords for network and e-mail use as well as technology access.

ABS respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts, however if inappropriate use is suspected, ABS administration has the right to view these files in order to investigate inappropriate behavior.

ABS will monitor computer activities that take place including logging website access, newsgroups access, e-mails, bandwidth, and network use.

XIII. Copyright

Data, programs, hardware, software, and other material including material protected by copyright may not be transmitted or disclosed.

Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Students are required to give proper credit to all Internet sources used in academic assignments.

XIV. Disciplinary Action

Students are required to adhere to all provisions documented in this Responsible Use Policy. Any violation of this policy may result in disciplinary action that could result in the loss of technology privileges. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Students are responsible for their activities conducted on school technology or materials they store on any of the computers or the network.

XV. Backup Requirements

The student is responsible for making backup copies of all documents or files placed on any Technology.

XVI. Care of Technology

Students will use the technology in a careful and proper manner, maintaining it in good operating condition. The student shall immediately notify the ABS IT Department if the technology is not in good operating condition or is in need of repair. The IT Department will evaluate the damage and determine the course of repair in accordance with the Indemnity policy (See the section on Indemnity of School for Loss or Damage and Insurance). The student shall be financially responsible for repairs due to negligence, defacing, or abusing the technology. The student assumes responsibility for the care of the technology.

Water Damage

This is one of the most common types of damage experienced with technology. The student must take all precautions to keep drinks away from all technology. Damage done by water cannot be fixed and a new device will need to be purchased at the expense of the student.

XVII. Right of Inspection

Students shall make all ABS owned technology available to the School's IT Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours. ABS will determine if the technology has endured normal wear and tear and will inform the student of any damage that requires repair.

Students shall make all technology available for inspection to any teacher, staff or faculty member if suspected of violating any part of this policy. Devices that are confiscated will be returned to the parents in the office at the end of the day. After the third offence, the device will be kept by the school and returned at the discretion of the school principle. Other disciplinary actions will be determined on case by case bases and be administered by the principle.

XVIII. Theft/Loss

The student assumes all risks of theft or loss of all technology and will be responsible for any replacement cost. The student agrees to return ABS owned technology to the ABS IT Department in the condition received from the School, with the exception of normal wear and tear.

XIX. Indemnity of School for Loss or Damage – Rented device

If a Student is renting a device from the school they are required to make a \$50 deposit to receive the ABS device. The \$50 deposit will be returned to the student once the device is returned to the ABS IT Department in good working condition.

If the device is damaged, it must be turned into the ABS IT Department where the damage will be evaluated. The \$50 deposit will be applied to the repairs/replacement. If there are additional charges required for repair, the student is responsible for the additional cost.

If the device is lost, the \$50 deposit will be applied to the replacement. The student will be responsible for the additional cost to replace the technology.

XX. Indemnity of School for Loss or Damage – Student Owned Device (Chromebooks)

If a student owned device is damaged, the student will be responsible for the cost of repairs or replacement of the device. Do not try and repair the device on your own. They come with a 1 year warranty that will be void if you try and repair the device yourself. If a replacement is needed, the replacement must be purchased from the ABS IT Department.

If a student device is lost, the student is responsible for the cost of the replacement. The replacement must be purchased by the ABS IT Department and the school monitoring software will be applied to the device as long as the student is enrolled at ABS.

XXI. Entire Agreement and Modification

This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties.

I. Disclosure

The student and his/her guardian hereby agree to these policies and regulations and understand that there will be consequences for infractions that occur.

II. Responsible Use Policy & Agreement Acknowledgement

This **Responsible Use Policy & Agreement** is made effective as of _____ (date)
between Athens Bible School and its student, _____ (name).

III. Agreement Signatures

Athens Bible School

BY: _____
(Athens Bible School IT Department)

Guardian:

(Print Name)

(Signature and Date)

(Print Student's Name and Grade)

(Student's Signature)