



STUDENT NAME: _____

GRADE LEVEL: _____

SECTION 1: STUDENT TECHNOLOGY CONDUCT

In an effort to help our students become proficient in technology, we offer them the opportunity to learn and explore with computers. The following policy will help us ensure that all students optimize their use of the equipment and their learning experience.

- Technology at LCC Day School (LCCDS) **must** be used responsibly. It is a privilege, not a right.
- **Respect others.** Students are responsible for good behavior on the computer just as they are in a traditional school building. Communicate through computers as you would deal with people in person. Use appropriate language at all times. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should be course related. Students should never say anything via email, instant message, blogging, etc. that they would object to seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. Do not represent others' ideas as your own or post false or defamatory information about a person or organization.
- **Keep personal information confidential.** Do not reveal your real name, telephone number, address, password, credit information, or other information that could be used against you. Do not give out such information about anyone else.
- If you receive any inappropriate messages or material, contact a teacher; do not reply to such messages.
- Except for your own schoolwork documents, do not delete, alter or reposition files, or transfer files to any school computer. Do not tamper with another person's files or their device.
- **Passwords.** You are responsible for your accounts at all times. Never let anyone use your accounts or your online identity. Keep passwords secret; never disclose them to anyone. Use passwords that are difficult to guess and change a password if you suspect anyone knows it.
- Do not attempt to defeat security software. Do not attempt to gain unauthorized access to the LCCDS's network or any other computer system through LCCDS's computer network, or go beyond your authorized access. This includes attempting to login through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing" and will be treated seriously.
- If you find a security problem, report it to a teacher immediately. Do not demonstrate it to others or continue to use the computer.
- Use the Internet only for purposes related to schoolwork. Avoid irrelevant material and comply with teachers' instructions about accessing specific areas.
- **Some UNACCEPTABLE uses are: Posting information, photos or videos of LCCDS students or staff or participating in photos or videos posted to social networking websites such as, but not limited to, FaceBook, Instagram, SnapChat, Twitter or YouTube, entering Internet chat rooms, playing unauthorized games or accessing game-related sites without teacher approval, and sending chain letters or other unnecessarily widespread messages.**
- **Blogging or online assignments are to be done appropriately with respect to all participants. Inappropriate or derogatory language and/or comments are not acceptable.** Postings will be limited to class-related material. Students will keep their passwords secure, and will not permit and/or facilitate any other individual's access to the site. Students are responsible for anything posted in their name. Do not use any other individual's name or password to access the site.
- Do not plagiarize works that you find on the Internet. At LCCDS, we expect high academic integrity on the part of our students; therefore, any form of academic dishonesty, including plagiarism, cheating or allowing others to copy your work, will result in a "0" on that assignment and a phone call to parents.
- On the Internet and elsewhere on the system, you may not use LCCDS facilities for your own commercial or political purposes.
- Respect software copyrights. Do not duplicate commercial software. Do not place any copyrighted software, including shareware, on a school-owned computer without permission.
- Take proper precautions not to bring viruses or other damaging software into any computer or network. Deliberate attempts to disrupt the computer system or destroy data by spreading viruses or by any other means is illegal.
- On school devices, leave all settings as you find them. Do not make changes to backgrounds, themes, control panels, preferences, system components, or configuration files unless directly supervised by a teacher.
- Behave with restraint around computers. Move calmly, and don't touch another's keyboard or mouse.
- Protect all computer hardware. Do not eat or drink near computers. Follow the proper sign out or shutdown procedure. Do not tolerate any damage or theft by anyone. Report all damage and theft immediately to a teacher.



Both the student and his/her parent must sign the *Student Technology Agreement* issued by the school in order to use the school's computers. Violation to this policy may include, but is not limited to, loss of computer privileges. Loss of privileges may affect the student's technology grade and/or may also have a negative impact on other classes where computers are in use. Classwork being done on the computer at school would need to be completed at home under parent supervision. These policies relate to computers owned by LCCDS, as well as personal computers used while on the LCCDS campus.

SECTION 2: GOOGLE APPS PERMISSION FORM

LCCDS has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. However, no student will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are included in the *Student Technology Agreement* and are part of the Discipline Policy. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to email, calendar, website authoring tools, Google Drive (word processor, spreadsheet, drawing and presentation software), plus additional services. This will allow your student to collaborate with teachers and other students.

Official Email Address Students will be assigned an *lccdayschool.com* student email account. This account will be considered the student's official LCCDS email address until such time as the student is no longer enrolled in LCCDS. The naming convention will be the first name and last initial (followed by a number, if needed), ending with *lccdayschool.com*. For example: John Test could be john4@lccdayschool.com. Please note, if a student emails a teacher, that email will go directly to the teachers official *lccdayschool.com* email account.

Student Use of Interactive Tools – Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. With the use of Google Apps, classroom blogs, student email, podcast projects, chat, or other Web interactive tools, students should follow all established Internet safety guidelines including:

- The use of Google Docs, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes, but is not limited to, profanity, racist, sexist, or discriminatory remarks.
- Students using Google Apps, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should **NEVER** post personal information on the web without permission from a parent or legal guardian (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should **NEVER**, under any circumstances, agree to meet someone they have met over the Internet.
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is "public" and the teacher, school, and LCCDS are not in control of it, all students must use their discretion when accessing information, storing, and displaying work on the site.

Access Restriction Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of LCCDS. The school maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or Board of Trustees policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation and application of necessary consequences as indicated in the Student Handbook.



Security LCCDS cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the Board of Trustees cannot assure that users will not be exposed to non-educational material.

Privacy The Board of Trustees and the school administration reserve the right to access and review content in the Google Apps for Education system at any time. The Board of Trustees complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps account for your child for this school year. The Student Google Apps account and this permission form will remain in effect for this school year or until the student is no longer enrolled in LCCDS.

3rd - 6th Grade Students/Parents - STOP HERE AND SIGN

STUDENTS:

I have read **Sections 1 and 2 of the Student Technology Agreement [3rd -6th]** and will abide by the rules of conduct and use all computers responsibly. I agree to follow the guidelines stated above for the use of my Google Apps account.

STUDENT SIGNATURE

DATE SIGNED

CLASSROOM / HOMEROOM TEACHER NAME

PARENTS:

I have read **Sections 1 and 2 of the Student Technology Agreement [3rd -6th]**. I give permission for my student to be assigned a Google Apps account or to continue using their existing Google Apps account. I understand that my child is expected to honor this policy and use all school-related devices responsibly. Violation of this policy may include, but is not limited to, loss of computer privileges, suspension or expulsion. LCCDS reserves the right to add/change information or policies to the **Student Technology Agreement [3rd -6th]** at any time during the school year. In the event this becomes necessary, parents will be notified through blast email.

PARENT / GUARDIAN SIGNATURE

DATE SIGNED