

Acceptable Use Policy for all Devices

1. Purpose

- a) The widespread ownership of devices among young people requires that school administrators, teachers, students, parents/guardians take steps to ensure that these tools are used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones, iPod Touches, iPhones, iPads and other personal devices can be clearly identified and addressed, ensuring the educational benefits of such devices can to be enjoyed by our students.
- b) SCA has established the following Acceptable Use Policy for devices that provides teachers, students, parents/guardians guidelines and instructions for the appropriate use of devices during school hours.
- c) Students and their parents/guardians must read and understand the Acceptable Use Policy before students are given permission to bring devices to school.
- d) The Acceptable Use Policy for devices applies to all times students are on school grounds, including during school activities, and extra-curricular activities.
- e) This Policy will be available on our school website.

2. Rationale

- a) **Personal Safety and Security**
SCA accepts that parents/guardians give their children mobile phones and other devices to protect them from everyday risks involving personal security and safety. There is also the desire to keep in contact with students participating in extracurricular activities after school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently. However, we suggest that parents contact the school office first with immediate or emergency needs.
- b) **Technology Era**
The world of work is rapidly changing. Expectations for collaboration and management of tasks using technology exist in nearly all careers. At SCA, we acknowledge the facts that in most homes there are more technology devices than toothbrushes. Our students live in a digital age. Powering down for education is not teaching them the skills required for life.
- c) **Rapid Growth in Technology**
Due to the rapid rate of growth and change in the world of devices, this document is to be considered a “living” document, subject to regular changes and modifications. Such changes will be designed to ensure effective integration of technology to drive education and student learning; ensure student safety in regards to digital content and reinforce acceptable usage.



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3. Responsibility

- a) It is the responsibility of students who bring devices to school to abide by the guidelines outlined in this document.
- b) The decision to provide a device to their children should be made by parents/guardians.
- c) Parents/guardians should be aware if their child takes a device to school.
- d) Permission to have a device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time. School administration may revoke approval due to improper use of technology.
- e) Students are responsible for keeping the school informed of their current mobile phone number.
- f) The school agrees that both home and school are responsible for teaching digital citizenship. At school, regular discussions regarding proper etiquette, safety and responsible use will be infused into assignments and activities across classrooms. Formal lesson plans regarding digital citizenship are taught within our Computer courses in 7th – 8th grades.
- g) Students are responsible for connecting to the FBNS Guest network wifi while on any device on school grounds. This is a secured network with security blocks enabled to meet school mandates.

4. Acceptable Uses

- a) The school recognizes the importance of emerging technologies present in modern devices e.g. camera and video recording, Internet access, MP3 and MP4 playback, blogging etc. Some teachers may wish to utilize these functions to aid teaching and learning. Pupils may have the opportunity to use tablets and laptops in the classroom. On these occasions pupils may use their devices in the classroom when the teacher has given express permission. The screen size for these devices should be at least 7 inches.
- b) Parents/guardians are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Distractions to the educational process due to phone calls or text to and from home should be avoided. During school hours, student phone calls should take place in the school office.



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- c) Students should protect their phone numbers by only giving them to friends and keeping a note of which they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the unwanted contact of voice, text and picture messages.

5. Unacceptable Uses

- a) Cell phones should be kept off and in a bag during the school day.
- b) The Bluetooth function of a device must be switched off at all times and not be used to send images or files to other mobile devices.
- a) Devices must not disrupt classroom lessons with sounds, music or beeping.
- b) Using devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behavior.
- c) It is forbidden for students to "gang up" on another student and use their devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using devices to photograph or film any student or teacher without their consent. It is a criminal offense to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- d) Devices are not to be used or taken into changing rooms or restrooms or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- e) Unless express permission is granted, they should not be used to make calls, send SMS messages, take photos, or video record during the school day.
- f) Should there be repeated disruptions to lessons caused by a device, the responsible student may face disciplinary actions.
- g) Students are not allowed to stream movies or tv shows during the school day.

6. Theft or Damage

- a) Students should mark their device clearly with their names.
- b) Devices that are found in the school and whose owner cannot be located should be handed to front office reception.
- c) The school accepts no responsibility for replacing lost, stolen or damaged devices.
- d) The school accepts no responsibility for students who lose or have their devices stolen while travelling to and from school.



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- e) It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their devices (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Devices and/or passwords should not be shared.

7. Inappropriate Conduct

- a) Any student/s caught using a device to cheat in exams or assessments will face disciplinary action.
- b) Any student who uses vulgar, derogatory, or obscene language while using a device will face disciplinary action.
- c) Students with devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action. It should be noted that it is a criminal offense to use a device to menace, harass or offend another person. As such, if action as sanctioned by the principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.
- d) Students should not use apps regarded as social media in an inappropriate way. This includes but is not limited to any post that endangers or is detrimental to SCA or its students/faculty. SCA does not support the use of certain apps, such as yik yak, kik, afterschool, etc.

8. Sanctions

- a) Teachers and/or school administration may check a student's device at any time if they feel that there is sufficient evidence that a student may have infringed one or more of these rules.
- b) Students who infringe the rules set out in this document could face having their devices confiscated by teachers and/or school administration.
- c) Depending on severity and type of offense, the first infringement of this policy will minimally result in the device being confiscated by the teacher and taken to administration. The student may be able to collect the mobile device at the end of the class or activity and a record will be made of the incident. A letter will also be sent to the parent/guardian to inform them of the incident.
- d) Depending on severity, the school reserves the right to withdraw the agreement to allow the student to bring the device to school.
- e) Depending on severity and type of offense, the second infringement of this policy will minimally result in the device being confiscated by the teacher and taken to



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administration. Parents will be notified and the student will not be permitted to collect the device until the end of the school day and with a parent/guardian's consent. If a parent/guardian is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the device and must speak to a member of the administrative team. The incident will be recorded. Depending on severity, the school reserves the right to withdraw the agreement to allow the student to bring the device to school.

- f) Depending on severity and type of offense, the third infringement of this policy will minimally result in the device being confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/guardian present. After the third infringement, the school will withdraw the agreement to allow the student to bring the device to school. Administrative review will follow.
- g) As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent/guardian would be notified immediately.



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Parent/Guardian Permission for BYOD

I have read and understand the above information about appropriate use of devices at Spartanburg Christian Academy and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone or other device should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a device to school and understand that my child will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in this document.

Parent name (print) _____

Parent signature _____

Date _____

Student name (print) _____

Student Mobile phone number _____

Student signature _____

Date _____

If you have any comments or suggestions, please write them below

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SPARTANBURG
CHRISTIAN ACADEMY