

Section:	Administration
Policy:	5.15
Revised:	
Approval:	

5.15 Student Technology Use Policy

1. Rationale

In keeping with our mission statement, KCA strives to serve God in all we do. This includes the way we use technology. As we seek to enable students to be Godly leaders in the use of technology, students need to be equipped to critically explore, select, use, and evaluate technology in a God-honouring manner and in ways that provide service to God's world and to each other. The goal of technology is to promote student learning which enables them to be good stewards and to be moral and ethical leaders in a 21st century technology rich society.

The policies set forth in this document are not intended to be an inclusive list. Rather, it is expected that students will exercise discernment in how and when to use educational technology. The use of technology is a privilege. Students are expected to uphold the highest level of ethical, legal, and moral standards when using technology.

2. Policy

2.1. Copyright and Legal Policies

- 2.1.1. All users must respect Canadian copyright, plagiarism, and fair use policies, including those found in the Personal Information Protection and Electronic Documents Act.

2.2. Handheld Devices

- 2.2.1. Elementary students are encouraged to NOT bring hand-held devices to school, and may NOT bring them into the classroom.
- 2.2.2. Middle school students may bring hand-held devices to school but KCA cannot be held responsible or liable in any way for loss or damage to personal devices. Students will not have access to KCA wi-fi or Internet services for personal devices. Individual teachers will determine classroom usage policies for the educational use of personal technology in their classrooms.

2.3. Publishing of Pictures, Images, and Information on the Internet

- 2.3.1. Students may not publish any pictures, images, or information on the Internet that is obtained during official classroom activities unless permission by the individual(s) involved has been granted. Materials posted online must be reflective of the KCA Mission Statement and must be approved by the Principal and individual.

2.4. Social Media

- 2.4.1. Middle school teachers may, at times, incorporate the use of social media applications for educational purposes. Students may not have KCA staff as friends/contacts for non-educational applications.

2.5. Examples of Appropriate Use of Technology

- 2.5.1. Using web browsers to obtain information from websites
- 2.5.2. Using e-mail for contacts
- 2.5.3. Using technology to further education and research in a manner which is consistent with the mission of the school
- 2.5.4. Participating in teacher-initiated cloud-based applications
- 2.5.5. Using technology in a manner which respects the rights and property of others
- 2.5.6. Protecting personal identity and information in all online exchanges
- 2.5.7. Keeping all accounts and passwords confidential
- 2.5.8. Backing up information and files
- 2.5.9. Taking precautions to prevent viruses
- 2.5.10. Maintaining dialogue with staff on technology use and information
- 2.5.11. Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and informing staff of the occurrence immediately

2.6. Examples of Inappropriate Use of Technology

- 2.6.1. Use of the Internet for purposes that are illegal, unethical, harmful to the school, or non-productive
- 2.6.2. Conducting personal business during school hours
- 2.6.3. Transmitting any content that is offensive, harassing, fraudulent, or is in any way contrary to the Mission Statement of the school
- 2.6.4. Plagiarizing and violation of copyright laws
- 2.6.5. Sharing passwords with other students
- 2.6.6. Accessing other students' folders, work, or files
- 2.6.7. Giving out personal information (ie: home address or telephone number)
- 2.6.8. Downloading material from the Internet without specific authorization from staff
- 2.6.9. Viewing, sending, or displaying offensive messages or pictures

2.7. Discipline

- 2.7.1. Students who fail to uphold technology guidelines and policies will be subject to discipline as stipulated in the KCA Student Handbook.