Educational Technology Acceptable Use Agreement

USER TERMS AND CONDITIONS

Technology Use Overview

Wesley College Preparatory School (WCPS) believes that Educational Technology offers vast, diverse, and unique resources to students. The focus of WCPS's Educational Technology Program is to provide tools and resources for the 21st century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document define the responsible use of technology provided by WCPS to our students, as well as the proper use of personal technology, while on campus and/or in connection with WCPS. WCPS reserves the right to update or expand this agreement without prior notification at any time. The privilege of using the technology resources at WCPS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at WCPS. Should a violation of the **User Terms and Conditions** named in this agreement occur, privileges may be terminated, access to the school's technology resources may be denied, and/or the appropriate disciplinary action shall be applied.

Failure to Comply With This Agreement

WCPS reserves the right to enforce compliance with this Educational Technology Acceptable Use Agreement as a condition of attendance on its campus or participation in its programs. Unless otherwise noted, failure to comply with this agreement is subject to the "Student Conduct and Discipline" section of the Parent-Student Handbook.

Parent/Guardian Responsibilities

Please carefully review this document with any student(s) for whom you are responsible. WCPS holds parents/guardians responsible for any damaged, lost, or stolen technology entrusted to the student(s) for use on or off campus, and any fees related to the repair or replacement thereof.

Student Responsibilities

As a student at WCPS, the use of technology for educational purposes is a requirement for success. The availability of this technology is a privilege not to be taken lightly. Responsible use of the provided technology must be limited to purposes that will strengthen the student's learning experience as well as uphold the Christ-centered mission of WCPS. The following sections will define the appropriate use of technology provided by WCPS for student use, as well as the use of personal technology in connection with WCPS.

General Guidelines

Security: Technological security is a high priority, especially in an environment with many users. This is important for the protection of WCPS, its students, and its faculty. Students are not to use any technology at WCPS in a manner that would compromise their own security or the security of others. Examples of behavior that compromise security include, but are not limited to: hacking; theft/sharing of passwords; creation/transmission of malicious software or programs (e.g. malware, viruses, ransomware). Students should immediately report to WCPS' faculty any activity that could result in a breach of security. Any attempt by students to circumvent or disable security measures will be considered a severe breach of this Educational Technology Acceptable Use Agreement and will be subject to disciplinary action indicative of that severity.

Privacy: For the sake of safety and the privacy of others, students will not take still or video images of the school, staff, or other students at any time, without the expressed permission of WCPS. The State of California requires that WCPS receive permission to capture images of students for official use. Students who unofficially capture photo or video imagery of other students, staff, or WCPS facilities, and upload the imagery to the internet, or send the imagery to others will be subject to disciplinary action. The misuse of tablets, laptops, cell phones, cameras, or any device for this purpose may lead to confiscation and examination of the device by WCPS' administration.

Students will not disseminate passwords, addresses, phone numbers, or other personal information belonging to students or faculty without the expressed permission of WCPS. Students will not attempt to gain access to other student's or faculty member's devices, accounts, files, or data. Invasions of school, student, or faculty privacy are a serious matter subject to serious disciplinary action.

Copyright/Trademark: Most software is protected by copyright laws. No student will make unauthorized copies of software found on WCPS' computers. Students will not give, lend, or sell copies of software to others unless given written permission from the copyright owner or the original software is clearly identified as shareware in the public domain. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure about a copyright or trademark situation, he/she should ask a teacher, parent, or administrator.

Plagiarism: Plagiarism is a violation of WCPS' academic integrity policy. Students must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text. Use of websites that sell or provide term papers, book reports, and other materials is prohibited. Students found to have engaged in plagiarism will be subject to disciplinary action.

Internet Access and Use
Student use of the internet must be in support of education and research and consistent with the Christ-centered educational objectives of WCPS. All of WCPS' internet traffic is directed through monitored web filtering and antivirus protection. Use for commercial activities, product advertisement or political lobbying is prohibited. Transmission of any material in violation of federal or state regulation is prohibited, including, but not limited to, copyrighted material, threatening or obscene material, and material protected by trade secret. Only websites approved by WCPS may be accessed, and they must only be used for educational purposes. Students may not establish internet accounts of any kind on WCPS' devices, or using WCPS' email addresses, unless expressly directed by WCPS' faculty. Examples of prohibited accounts include, but are not limited to, e-commerce, social media' live chat, email, gaming, and sports. The use of the internet is a privilege, not a right, and inappropriate use will result in limitation or cancellation of those privileges. Use of any information obtained via the internet is at the user's own risk. WCPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Network Access and Use
No use of WCPS's networks should serve to disrupt other users. Network accounts are to be used only by the authorized user of the account. WCPS makes no warranties of any kind, whether expressed or implied, for the service it is providing. While every attempt is made to have reliable, redundant networks, WCPS makes no guarantee that these networks will be available at all times. If network access is interrupted, WCPS is not responsible for lost or missing data.

Email Accounts and Use
WCPS will issue each student an email address. Students may not access personal, non-WCPS email accounts on any WCPS device, they may only do so by using their personal technology equipment. Students should monitor their email daily for communications from their teachers and other WCPS faculty members. Students should not use their WCPS email address to register for any websites unless directed by a member of WCPS' faculty. Email can only be sent between WCPS email addresses, unless specifically permitted for educational purposes. Keep in mind that email sent to and from student's WCPS accounts is monitored and not private. Be polite. Do not use abusive language, profanity, or vulgarity. Spamming, hate mail, cyber bullying, harassment, and discrimination are strictly prohibited and will be subject to disciplinary action. Should any student receive an inappropriate email, he/she should immediately notify a teacher or administrator. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities.

Other WCPS Technology
From time to time, students may be asked to use WCPS technology such as printers, photocopiers, phones, cameras, and projectors. The same basic principles apply to these devices as to WCPS laptops or tablets. Please treat them with care and make every attempt to keep them functional and undamaged.

Social Media, Websites, Apps and Wesley College Preparatory School

WCPS believes that social media can play an important role in the way its parents/guardians and students interact with the world around them and can be a great way to connect them with information about the school. WCPS maintains a school website, an app, and various popular social media accounts. As a Christian school, WCPS strives to conduct itself on social media in a way that honors Christ and presents a good witness to non-believers who may encounter our schools in this manner. Please keep this principle in mind while interacting with WCPS on its social media platforms as well as mentioning or tagging WCPS on your own pages or accounts. WCPS' faculty take parent/guardian and student concerns and issues very seriously and desire to assist you with them in person or by phone, but respectfully ask that you refrain from using any social media platforms to air grievances and/or express dissatisfaction. Parents/Guardians, students, and faculty can work together to make WCPS the best that it can be and use social media as a light for those seeking a Christ-centered education as a current member or a potential new member of the WCPS community.

Student Name:_____

Student Signisture:_____

Date:_____

Parent/ Guardian Signature:_____

Date:_____