

# Internet & Technology Use at VCS

## For Students of Vernon Christian School

Vernon Christian School offers students access to a computer network for access to electronic mail and the internet. The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers and students to bring a vast amount of resources and experts right into the school and the classroom. Access to e-mail and the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

With access to computers and other devices comes exposure to material that may not be of educational value or that is contrary to the vision for education at the school. VCS has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, especially as students may have access to the Internet through their own devices. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Vernon Christian School is registered under Google Apps for Education. VCS offers Student Google accounts with restrictions.

- K-7 cannot send or receive email outside of a @vcs.ca address
- K-7 cannot login to You Tube using a @vcs.ca user account
- K-12 Firewall filters and blocks categorized inappropriate websites

The Google agreement with Vernon Christian School provides access to Google applications and storage. While Google hosts these services off-site, VCS maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that VCS can grant and revoke user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

The terms of the Google contract with Vernon Christian School mandate that we must have parental permission for the use of Google Apps for Education. VCS will require parental permission on an annual basis for K-7 students. Google does not request any personal information from students and VCS does not provide personal student data (i.e.: birthdate, address, phone number, grades, test scores) to Google. Personal information resides in VCS' student information system (MySchool) and is neither stored by nor available to Google.

### **At VCS we use Google Apps for Education for the following primary reasons:**

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publishing
- To facilitate "paperless" transfer of work between students and teachers
- To provide adequate long-term storage space for student work
- To maximize cost savings in terms of software licensing and document storage

## Google Privacy & Terms

Students under the age of 13 are required to have parental authorization for Google use. While students from Grades 8-12 do not require parental permission to access these internet applications, all students, K- Grade 12 are held responsible for appropriate behavior on the school's computer network and on their own devices, just as they are in a classroom or on the sports fields. Communication using information technology is often public in nature. General school rules for behaviour and communications apply, and it is expected that users will comply with the school's standards and the specific rules set forth below. This also applies to lunch hours and other breaks where students may be using school or personal devices.

The staff and administration of VCS reserve the right to revoke or restrict the use of personal devices and the network. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

### Guidelines for acceptable use of network privileges

Staff and students using information technology are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Examples of acceptable use are:

- using Web browsers to obtain information from Web sites
- using e-mail in an appropriate manner
- using personal folders (password protected) to store work
- using the network and Internet in a manner that respects the rights and property of
- keeping all accounts and passwords confidential and inaccessible to others
- showing responsibility by making backup copies of material critical to you
- showing responsibility by taking precautions to prevent viruses on the school's
- upon receipt of an attachment checking to making sure it is from a known source
- backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately
- using devices outside of class time in a manner that is socially acceptable, encourages community, and is not disruptive

Examples of unacceptable use are:

- use of the Internet for purposes that are illegal, unethical, harmful to the school, or non-productive
- conducting personal business using school resources
- viewing or transmitting any content that is offensive, harassing, or fraudulent
- using programs that harass school users or infiltrating a computing system and/or damaging the software components
- doing harm to computers, personal devices, the network, or other people or their work.
- interfering with the operation of the network by installing illegal software, shareware, or firmware
- plagiarism and violation of copyright laws
- wasting limited resources such as disk space or printing capacity
- trespassing in another's folders, work, or files
- giving out personal information such as your home address, telephone number, email passwords, or passwords to your network filter
- downloading material from the Internet without specific authorization from the Network Administrator
- accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity
- using ear buds without the express consent of a staff member
- using hand-held devices in the classroom without the consent of the teacher
- using any device in chapel or assembly; and using devices outside of class time in a manner that is

anti-social and disruptive in nature

### **Monitoring**

All messages created, sent, or retrieved over the Internet are the property of Vernon School and may be regarded as public information. Vernon Christian School reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. This means “don’t put anything into online communications that you wouldn’t want to see on the front page of the newspaper or be required to explain in a court of law.”

### **Use of Technology During Non-Class Time**

VCS encourages the responsible use of technology outside of the classroom. School is a time for genuine interaction with classmates and teachers, and technology should not interfere with this. Our goal as a school is to assist students to use technology in a manner that is socially acceptable, thoughtful, and encourages a sense of community and genuine communication.

### **Violations**

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

Upon entry into the school community, all students and staff will provide the school administration with a signed copy of this agreement, thereby indicating their commitment to the standards it expresses.