



@



**EAGLE'S LANDING**  
CHRISTIAN ACADEMY

# Handbook

## Table of Contents

### **PURPOSE**

Our vision for technology at Eagle’s Landing Christian Academy is to prepare and inspire 21st century students to meet the challenges of our global society through innovation, collaboration, critical, and collaborative thinking.

### **DEFINITION OF TECHNOLOGY**

For the purposes of BYOT, “Technology” means a privately-owned wireless device such as a laptop computers or tablet (i.e. iPads, or similar). It does **NOT** include cell phones.

### **INTERNET**

Students will be expected to access the internet through the ELFBC Wi-Fi student network. All students must complete the BYOT registration for their device, in order maintain access to the student network. Once on the ELFBC Wi-Fi student network, all students will have filtered internet access in accordance with the Children’s Internet Protection Act (CIPA).

Only the internet gateway provided by the school may be accessed while on campus. Student use of 4G or 5G connections or proxy devices such as VPNs to bypass the filtered Wi-Fi are strictly prohibited and will result in immediate disciplinary action.

### **SECURITY AND DAMAGES**

Responsibility to keep the device secure rests with the individual owner. ELCA is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, please immediately report it to the school resource officer and technology director. In addition to registering devices for on campus use, it is recommended that serial numbers be recorded and stored off campus as well. It is also recommended that skins (decals) and other custom touches be used to physically identify your device from others. Protective cases for technology are encouraged.

## ELCA BYOT

### FREQUENTLY ASKED QUESTIONS - STUDENTS

***I have registered my device for BYOT. Can I start bringing my device to school now?***

**Answer:** By registering your device, you have secured permission to participate in BYOT. Devices must be registered each year, therefore, if you registered your device last year, you must register it again this year to maintain network access.

***I have my laptop with me in class. How do I get on the internet now?***

**Answer:** Most laptops or other personal devices will detect a wireless connection when you are near one. Most of the time your technology device will ask you if you would like to join the network. The ELFBC network is open so once chosen, you should be granted access. After gaining access once, most devices will automatically connect in the future. In order to maintain consistent network access for the school year, your device must be registered.

***My laptop is not prompting me to choose a wireless network. Is there another way to connect?***

**Answer:** In the settings menu of your device, there is usually an icon for a network. Go to this icon and choose “ELFBC” from the Wi-Fi networks list or prompt your computer to look for wireless networks in range. Always consult your device’s owner’s manual or other available support for exact directions on accessing a wireless network.

***I just can’t get my laptop to connect to the network. Can I get some help from someone?***

**Answer:** Check your owner’s manual or other support resources for issues concerning connectivity. Frequently peers will have similar devices and will be able to support each other. If all else fails, please stop by and see the technology director during before or after school or during break.

***I brought my iPad to school to use in the classroom, but my teacher said I couldn’t use it in his/her classroom. Can I still use it?***

**Answer:** The teacher in the classroom has the final say on all procedures in the classroom. If he or she asks you not to use your technology device at a particular time, then you must follow those directions.

***I need to print the document I just created, why is there no printer listed when I try this?***

**Answer:** There are no network printers available for students when you login to the ELFBC Wi-Fi network. Some printing solutions include saving the document in the Cloud and printing it in the Collaboratory or printing it in one of the computer labs for a small fee.

***My device was stolen when I brought it to school. Who should I contact about this?***

**Answer:** Bringing your own technology device to school can be useful; however, there are some risks as well. Most devices have a “lost mode” where sounds and messages can be played to attract attention to assist in finding it. Registered devices can also be searched for by serial number. It is also a good idea to record the device’s serial number and have pictures of the device stored at home in case of theft. ELCA bears no responsibility for the theft of a device nor is ELCA responsible for any damage done to a device. Any time a theft occurs, you should contact the school resource officer and technology director to make them aware of the offense.

***Why am I filtered on my own device? Shouldn’t I be able to see what I want to on my own device?***

**Answer:** Student network filtering is a requirement by law for all schools. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access

the internet. The network you are using while at school belongs to ELCA & ELFBC and will be filtered. Accessing the student network is a privilege not a right and all rules pertaining to this access should be followed at all times.

***I have a data plan from a provider (AT&T, Sprint, Verizon etc.) on my digital device that allows me to access the internet without using the ELFBC Wi-Fi access. Is this allowable?***

**Answer:** While on campus, students are expected to follow the guidelines of the BYOT program when accessing the internet through any device. Students should not access the internet through any cellular data provider while on campus. Students that do not follow the guidelines may lose the privilege of using a device at school and/or face disciplinary consequences.

***Am I still held accountable for the BYOT agreement I signed even if I change devices?***

**Answer:** Yes. The BYOT agreement for ELCA remains in effect for any personally owned device you bring on campus. If you change devices, you need to also register the new device and let us know that the old one is no longer used.

## ELCA BYOT

### FREQUENTLY ASKED QUESTIONS - PARENTS

*My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with ELCA computers?*

**Answer:** Your son will have access to web-based software allowed under the ELFBC Wi-Fi filter. Software may run differently on different devices for varying reasons. You should consult your owner's manual or other support materials provided with your device for software limitations. (Ex. iPads cannot run software requiring Flash Player.)

*As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?*

**Answer:** Teachers may occasionally recommend applications for assignments in class. Sometimes the applications are free and sometimes they are not. It is always the student/parent choice whether or not to purchase the recommendation. If the student/parent decides not to purchase the teacher's recommendation, the student/parent may be asked to find a similar application for the assignment. It is wise, however, that students have some buying flexibility when it comes to applications. We suggest giving the student a gift card for the app store when using an iPad or money for purchases for Windows apps when using windows-based tablets or computers. The app store is not active for downloads on the ELFBC Wi-Fi network, so application downloads must be done at home. Virus protection is always advised, but not required. While on the ELFBC Wi-Fi network, students will be monitored through the school's filter, so there is no need for additional filtering software.

*I have read the program guidelines for BYOT and I do not wish to have my daughter accessing the internet using her own laptop. Is this allowable in this plan?*

**Answer:** All grade 7 – 12 students must bring their own devices. Students not having a device in some classes could be faced with large amounts of writing and research that could be done more efficiently with a device. Students not having a device may not be able to sufficiently participate at the level needed without their own device.

*I am the president of a booster club on my student's campus. We hold meetings at night. Will we have access to the ELFBC Wi-Fi network after school hours for our meetings?*

**Answer:** Yes. The ELFBC Wi-Fi network will be accessible after school hours and all filters will remain in place.

*If my daughter's laptop is stolen or damaged, what recourse can I take?*

**Answer:** ELCA is not responsible for any damage or theft of student owned technology. Keeping track of the device's serial number, model and type at home is suggested. Device theft or vandalism should be reported immediately to the school resource officer and technology director, so that appropriate steps can be taken. Insurance and service plans for student owned devices may be purchased by parents at reasonable prices through many internet vendors as well as from stores such as Best Buy, Target, and Wal-Mart.

*What are the campus/classroom rules for using student owned devices including phones?*

**Answer:** Teachers make the final decision for any BYOT tools used in the classroom.

**CELL PHONES ARE NOT ALLOWED AT ANY TIME IN THIS PROGRAM.** Contact your child's teachers for his/her expectations.

***Will my child have access to communication tools like email or message boards while on the ELFBC Wi-Fi network?***

**Answer:** All students will be issued an ELCA Google account to use for all school related communication and correspondence with teachers and class peers. Please see the technology director for assistance with establishing the ELCA email accounts.

***Where can I see the Student Technology Acceptable Use Policy for ELCA?***

**Answer:** ELCA's Student Technology Acceptable Use Policy can be found in the ELCA Student Handbook. A copy of this policy is also attached as an appendix in this document.

# **APPENDIX I: STUDENT TECHNOLOGY ACCEPTABLE USE POLICY** **(from the ELCA Student Handbook)**

## **REASONS FOR THIS POLICY**

Eagle's Landing Christian Academy ("ELCA") is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects.

ELCA has adopted this Technology Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by ELCA. Students are required to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or administration. ELCA may revise the Acceptable Use Policy, as it deems necessary and will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students and parents or guardians. Any questions regarding this policy should be directed to Mrs. Fairley, Director of K-12 Instructional Technology.

## **COMPUTER & INTERNET USES**

Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of Eagle's Landing Christian Academy, parents, and community members. The use of the Internet and technology equipment within ELCA is a privilege not a right. Therefore, violations of this policy may result in disciplinary action and/or restrictions of technology equipment access privileges.

## **ACCEPTABLE USES**

All Internet or technology equipment use shall be consistent with the vision and mission of ELCA. It is imperative that users of the Internet or technology equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

## **IMPERMISSIBLE INTERNET & COMPUTER EQUIPMENT USES**

The following uses of the Internet & computer equipment are prohibited:

1. Any violation of posted computer lab rules, applicable school policy, or public law by such use.
2. Any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting.
3. Any attempt to bypass school security, including Internet filters, or password fraud is 16 forbidden.
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means.
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates.
6. Any violation of copyright, trade secret or trademark laws.
7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource.
8. Any attempt to access information beyond the users authorized access to any electronic information resource.

9. Any destruction, defacement, theft, or altering of school equipment.
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

## **MONITORING**

ELCA reserves the right to monitor and review any material on any device at any time in order for the school to determine any inappropriate use of technology resources. The staff will make a reasonable attempt to supervise student use of technology equipment, in a manner that is appropriate to the students' age, circumstances of use, and classroom objectives.

## **DISCLAIMER OF ALL WARRANTIES**

ELCA makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or technology equipment. Neither ELCA nor any supporting Internet services will be responsible for any damages that an Internet user suffers. ELCA expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by ELCA or the Internet server or by the user error or omissions. Use of any information obtained via the Internet is at the user's own risk. ELCA expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

## **SECURITY**

ELCA will implement security procedures on Internet access to protect against unacceptable use. Technology users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone, with the exception of parents or guardians, is not permissible and may result in the loss of privileges. Technology users will be held accountable for any activity that occurs during their login session to technology equipment. Any security problems should be reported immediately to the school/site administrator.

## **ENCOUNTER OF CONTROVERSIAL MATERIAL**

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator.

ELCA's filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

## **PERSONAL INTERNET USE**

Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, students may face school discipline and if applicable the proper authorities will be notified.



## **PENALTIES FOR IMPROPER USE**

Any user violating this policy or applicable state and/or federal laws will result in disciplinary action and may be restricted from Internet use. Technology equipment infractions may result in detention, Saturday school, suspension, withdrawal, and/or referral to legal authorities dependent upon the gravity of the offense. Determination of the disciplinary action is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration.

## **ELECTRONIC EQUIPMENT**

Only approved devices may be brought to school at any time or taken with students on field trips. Unapproved devices will be collected and returned only to the parent. Cell phones brought to school must be turned off until school is dismissed. The school is not responsible for a student's cell phone or any other electronic device.

International or ESL students requiring translation devices must have the device approved by administration before taking it into a classroom. Students must also ensure teacher approval is granted within the classroom prior to usage.

## **PENALTIES FOR ELECTRONIC EQUIPMENT VIOLATIONS**

Students who violate the Student Technology Acceptable Use Policy will be subject to the following disciplinary actions:

- First offense - 1 hour after school detention at a charge of \$5.00 billed to the student's account.
- Second offense - 2 hours after school detention at a charge of \$5.00 per hour billed to the student's account.
- Third offense - Saturday School served from 8:00 A.M. – 12:00 P.M. at a charge of \$40.00 billed to the student's account.
- Every offense after will receive a Saturday School.

## **TEXTING POLICY**

Students are prohibited from sending any sexually explicit messages or pictures through the use of any electronic device to include but not limited to any cell phone, computer/laptop, and other personal communication devices.

If a student is found to have participated in inappropriate texting, on or off campus, he will be subject to immediate expulsion from school. If the act took place off campus the student may be subject to criminal charges per OCGA 16-12-100.2. By law, ELCA is required to report any violations of this statute to the local authorities if it is proven that the violation occurred while on campus.

## **CELL PHONES**

Students are not to have cell phones turned on or visible at any time between 7:55 A.M. – 3:15 P.M. Smart watches that double as cell phones may also not be used during school hours. See Student Handbook for more information on ELCA's cell phone policy.

For additional information about ELCA's BYOT program, go to <https://www.elcaonline.org/byot> .