

Technology Policy

Computers have become an essential tool of modern education. One of their purposes at Upper Columbia Academy is to assist students with their school work, and Internet access provided by the school enables students to explore thousands of useful libraries and databases. Another purpose is to facilitate communication with parents. Students who use their computers in other ways risk violating the Technology Policy and may lose computer privileges and face additional discipline.

Communication through computer networks and the Internet is often public, and school rules for conduct and language apply. Students are expected to use computers in a considerate, responsible, and Christian way and to remember that such use is a privilege, not a right.

Media

Christian standards (Phil. 4:8) should be used in the selection of all media brought to UCA. Those that are rated "Parental Advisory" or are satanic, pornographic, immoral, anti-Christian, drug related, anti-government or focus on the negative, depression, suicide, and any that include inappropriate language or in any way promote violence are prohibited. Deans reserve the right to check rooms unannounced and confiscate inappropriate media. If you have any questions about what is appropriate, ask the dean before you bring it.

Speakers

All listening to media will be done with headphones and school-provided laptop speakers.

Movies and Television

Movies and television shows are not allowed in any form. Please be sure they are removed from all media devices.

Music

MP3 players and other media playing devices are welcome with the following provisions:

- Please be sure that all inappropriate music has been removed from any media players.
- Media players are for residence hall use only, not for general campus use or for off campus activities.
- Only sacred music (subject to deans' discretion) should be played during Sabbath hours. MEDIA that is mislabeled or unlabeled is not allowed.

Any unapproved media will be confiscated and may be claimed at the end of the year by a parent. Unclaimed items will be discarded. Any non-original copyrighted material will be discarded immediately.

Acceptable Use

The campus information network provides Upper Columbia Academy with access to many educational resources. UCA's Local Area Network (LAN) allows students and staff to access files, printers, books, the Internet, and other media.

The network and laptops are provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right – and involves responsibility.

The following policies are for the use of computers and the Internet:

- Technology resources are for academic purposes only. Recreational use may be allowed after school hours.
- Student disks (CD-R, DVD-R, or flash drives) will not function on student laptops. Deans or ITS personnel can upload appropriate data to the network for students to access.
- External hard drives are not allowed on campus; bringing them will be a Technology Policy violation.
- No programs on UCA computers are to be copied.
- Students are not to reconfigure the hardware or software on any UCA computer. Legal software that complies with UCA's policies may be installed by the UCA ITS Department only.
- The use of chat rooms is never acceptable.
- Students are to care properly for all computer equipment. Students and parents will be responsible for damage caused by misuse or abuse of equipment. Food and drink are not to be consumed around UCA computers.
- Students may only access the Internet through a UCA school-approved computer. Any attempt to bypass content filtering or network security will result in disciplinary action.
- Students may not use the Internet for any illegal purpose.
- Students may not attempt to change, harm, or destroy another user's data.
- Students may not supply any personal information about themselves or anyone else over the Internet.
- Students may not supply passwords to anyone or attempt to discover passwords or other measures the school uses to control access to the network/Internet. Violation may result in lost computer privileges and disciplinary action. Should you inadvertently discover passwords or other measures used to control access, please report this to the ITS Department.
- UCA may remotely monitor activities on any UCA computer.
- The 1to1 laptop computers are UCA property and may not be defaced in any way.

Internet

Internet accessibility will be given depending on dorm standing, academics, and computer responsibility. There are three standings for Internet accessibility (Regular, DF&I, and Whitelist) each having its own privileges:

Regular – Access to all-school approved sites. Hold dorm standing of Category 1 or 2 with no D's, F's, or Incompletes.

DF&I – Access to all-school approved sites except music and social networking sites. Students are assigned to this category if they have any D's, F's, or Incomplete grades.

Whitelist – No Internet access except for approved sites for school work. Students are assigned to this category for a set amount of time following disciplinary action by the dorm or Ad Council.

1to1 Laptops

All students will be enrolled in the 1to1 laptop program as an integral part of their educational experience at UCA. Our goal is for our students to be on the cutting edge of technology now and to be well-prepared for the future. We are also dedicated to teaching students to use technology appropriately.

Students will be able to have their own legal and appropriate software on the laptop as long as the software meets the Technology Policy requirements. The UCA ITS Department will install the software on the laptop.

Student laptops are under warranty from UCA (i.e., hardware/software failure from manufacturing defects). The student's parents/legal guardians are responsible for damage, loss, or theft that is not covered by warranty.

For any damage found during the year or upon return of the laptop, the cost of the replacement part(s) will be charged to the student's account.

To protect UCA's investment in the 1to1 laptop program and to minimize the work that is involved to fix a broken laptop, there are guidelines to follow. Refusal to do so will be considered a 1to1 laptop violation.

- Laptops must not be carried in any bag except the laptop bag provided by UCA.
- When laptops are carried on campus, they must be turned off and in a UCA laptop bag.
- When laptops are not in use, they should be kept in a UCA laptop bag.
- Only the laptop should be placed in the main compartment of the UCA laptop bag.
- Laptops must be placed in a laptop bag battery first and facing forward to protect against hard drive damage and accidental battery disconnection.
- Batteries should not be removed from the computer
- No stickers should be placed on any part of the computer.
- No drawing or etching should be done on the computer or any identification stickers.
- No drinks or food should be consumed near the laptop.

To avoid theft, laptops should not be left unattended in public areas (ad building, girls' lobby, boys' lobby, cafeteria, etc.). If left unattended, the laptop will be taken to the ITS department where the student can reclaim it. The student will receive a 1to1 laptop violation.

Laptop Deposit of \$100. To encourage the responsible use of the laptops, a \$100 deposit must be paid before the laptop is issued. The deposit may be paid by check or credit card. This deposit is fully refundable, at the discretion of UCA's ITS department, when the laptop is returned in acceptable condition. To avoid standing in a long line at registration, please contact the Business Office ahead of time by calling (509) 245-3619.

Violations

Technology Policy Violations

All offenses: Loss of any unauthorized equipment for rest of school year (for all participants)

- 1st Offense: Whitelisted for 1 week
- 2nd Offense: Whitelisted for 1 month
- 3rd Offense: 3 Day Suspension

1to1 Laptop Violations

- 1st Offense: Whitelisted for 1 week
- 2nd Offense: Whitelisted for 2 weeks
- 3rd Offense: Loss of Computer for 3 days

Upper Columbia Academy 2014-2015

Technology Policy

PARENT/LEGAL GUARDIAN

As the parent/legal guardian of _____ (student name), I understand the following:

- That I assume all financial responsibility for any damage, loss, or theft to the UCA-owned laptop computer issued to my child and all financial responsibility for any violations of laws pertaining to such access by my child.
- That UCA may remotely monitor activities on any UCA computers for the safety of my child.
- That my child will have access to networked computer services such as email and the Internet.
- That my child will abide by the computer-related policies established by the school. Failure to adhere to policies regarding computers, software, and the Internet is considered a major school offense and may result in my child's loss of computer privileges and/or referral to Ad Council.

By signing I confirm I have read and agree to UCA's Technology Policy.

Parent/Legal Guardian Signature: _____ Date: _____

Parent/Legal Guardian Name (please print): _____

STUDENT

I, _____ (name), understand the following:

- Under no circumstances will I share my UCA passwords or use another person's password while in attendance at UCA.
- My parents/legal guardians are responsible for everything done with my UCA computer account and for any damage, loss, or theft of the laptop while under my care.
- As a student user of the UCA computer network and technology equipment, I agree to use the technology and media in a responsible fashion while honoring all relevant laws and regulations.
- That UCA may remotely monitor my activities on any UCA computers for my safety.
- I, as a UCA student, will abide by the computer-related policies established by the school. Failure to adhere to policies regarding computers, software, and the Internet is considered a major school offense and may result in reduced or lost computer privileges and referral to the Ad Council.
- The 1to1 laptop computer is the sole property of UCA.

By signing I confirm I have read and agree to UCA's Technology Policy.

Student Signature: _____ Date: _____

Student Name (please print): _____