REDEEMER CHRISTIAN ACADEMY

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Acceptable Use of Technology Policy

This Acceptable Use Policy outlines the rules and responsibilities for students using computers, internet access, and other digital resources provided by RCA. These guidelines are in place to protect students, staff, and school equipment and to promote responsible and respectful use of technology.

1. Responsible Use

Students must:

- Use all devices (computers, tablets, printers, etc.) with care and only for educational purposes.
- Use only their assigned login credentials and keep passwords private.
- Ensure they log out appropriately when finished using a device.
- Report any device not appropriately logged out to a teacher or supervisor.
- Students are responsible for activity on their accounts. Claiming unauthorized access due to password mismanagement is not an acceptable excuse.
- Ask for help if they encounter a problem or are unsure whether something is allowed.
- Students must promptly comply with any teacher or staff instructions to power down, put away, or close devices.

2. Internet Safety and Etiquette

Students must:

- Visit only teacher-approved websites related to schoolwork.
- Avoid sharing personal information such as full name, address, phone number, school name, or photos online.
- Communicate respectfully in all digital interactions, including email and messaging.
- Students must not create or use unauthorized accounts on social media, forums, or third-party platforms using their school email or identity.
- Students must not impersonate others or misrepresent themselves online.

3. Respect for School Property

Students must:
- Report any damage or issues to a teacher or supervisor immediately.
- Not change settings or alter hardware (e.g., unplugging cables, removing keys).
- Use school equipment gently and responsibly.
- Keep food and drink away from all school devices to prevent spills and damage.

4. **Digital Citizenship**

Students are expected to:
- Use technology in ways that reflect honesty, responsibility, and Christian values.
- Avoid plagiarism and cheating.
- Carefully consider the content that is uploaded or posted online, knowing that this content can be viewed by anybody.
- Only record, transmit, create, or post photographic images or video of anyone at RCA **when directed by a teacher** and only for educational purposes.
- Students should notify staff if they see harmful or inappropriate online behavior, even if they are not directly involved.

5. **Data Backup**

Students are expected to:
- Students are responsible for saving their work in appropriate locations (such as school cloud drives or network folders) and should keep personal backups of important files. RCA is not liable for lost data.
- Students should avoid storing unnecessarily large files.
- Some data may be stored on servers outside the United States. Students are encouraged to take reasonable steps to protect their privacy online and use secure passwords.

6. **Ownership**
- All school-provided devices and software remain the property of RCA at all times.
- Students have no ownership rights to the devices or software, and must return devices when requested.
- RCA may inspect, update, or recall any device at any time to ensure proper use, maintenance, or security.

7. **Prohibited Activities**

Students may not:
- Access or attempt to access inappropriate websites, games, videos, or content that is violent, sexual, or offensive.
- Use the device to engage in threatening behavior, cyber bullying, unreasonable demands, misinformation, use of harassing or explicit materials, or any other behavior which is abusive or otherwise offensive.
- Bypass security filters or attempt to hack, damage, or change any device or network setting.
- Download or install software, games, or apps without permission from RCA staff.

- Use of anonymous browsers, proxy servers, or VPNs to bypass network restrictions is prohibited.
- Using AI tools, chatbots, or automated content generators for schoolwork without teacher permission is not allowed.

8. **Liability and Parent Agreement**
   - Parents/Guardians agree to indemnify and hold harmless RCA, its employees, and agents from any claims, losses, injuries, or damages resulting from the student's use or misuse of school devices or technology services. This includes, but is not limited to, damage to school property, inappropriate online behavior, or any violations of this policy by the student or parent.

Consequences of Misuse

Violations of this policy may result in:
- Temporary or permanent loss of access to school technology and internet services.
- Disciplinary action in line with RCA's student behavior and discipline policies, up to and including suspension or expulsion for severe violations.
- Financial responsibility for repair or replacement of damaged equipment due to intentional misconduct or negligence.

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