



Technology Policy

ES and MS Student Handbook 2023-2024

Cell phones, Smart watches and AirPods

Students are allowed to bring cell phones and/or Smart watches to school if they need to be in contact with their guardians before or after school. However, cell phones, watches and airpods may not be kept on the student's person. Phones and watches will be collected by the student's teacher at the start of every day, kept secure during the day and returned to students at dismissal. Cell phones and watches that are not turned in will be confiscated and returned the next school day. A second offense will result in the student being required to keep their phone, watch or airpods at home for a week. **Please note: the school is not liable/responsible for damaged, lost or stolen cell phones!** Fifth, Sixth and Seventh grade students are expected to turn off cell phones and smart watches as soon as they enter the building. Eighth grade students are allowed to use their cell phones during breakfast, as long as they do that responsibly.

Olney Christian School has a zero tolerance policy for any type of inappropriate use of technology which will negatively impact the culture of the school. For example, texting of hurtful, unkind messages, cyberbullying by text or social media (example: Facebook, Instagram, Twitter, Snapchat), even if this occurs outside of school. Parents are responsible for monitoring their child's use of technology, including smartphones, tablets, computers, etc. outside of school including while the student is riding the bus. **This is considered a category 3 discipline offense.**

School Email

All middle school students are issued a school email address. The password to the email will be communicated with parents at the beginning of the school year. This email address is to be used for school activities only. Please do not use this email address to subscribe to other non-educational accounts. These emails will be checked occasionally for appropriate use.

APPENDIX 3: Acceptable Use Policy for Student Technology

Email Accounts

Olney Christian School provides Google Workspace accounts to students for 4th through 8th grade educational purposes. These accounts provide students access to email, Google Classroom, Google Drive, and other resources (Docs, Sites, and others).

- Accounts are used by students, but remain the property of Olney Christian School and will be deleted when an individual leaves OCS. Email may be monitored for acceptable student use.
- Account passwords are set by school administration and should not be changed.
- Account passwords should never be shared.
- Email should only be used for school-related communication. Subscriptions to other sites should not use OCS accounts as the username or contact email account.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Students should immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes me feel uncomfortable.

Technology and Internet Use Policy

Olney Christian School provides devices for student use in the classroom, to facilitate learning activities. This is to provide students with access to research materials and digital classroom tools.

- All policies regarding expectations of behavior apply equally to electronic activities. Online learning platforms and tools for digital learning should be treated as a classroom; language and behavior that is not appropriate in the physical classroom environment is not appropriate in online spaces, no matter what time of day they are accessed.
- Students will be assigned a Chromebook to use in school for school-related activities.
- This device is the property of Olney Christian School and should not leave school grounds without express written consent of school staff.
- It is the responsibility of the student to use proper care when handling these devices. While we understand that accidents may happen, if a device is damaged due to improper care or use, families will be responsible to replace or repair the device.
- When using the school issued device students should:
 - Only sign in to the device using their Olney Christian School account.
 - Only navigate to teacher directed resources.
 - Immediately tell a teacher or other adult staff member if they accidentally access inappropriate materials, pictures, video, or websites.
 - Never share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as e-mail address, full name, home or school address, phone number, parent's or guardian's names, and school name.
- Olney Christian will maintain filtering and monitoring software to assure proper use of technology. Attempting to circumvent filtering or monitoring through use of alternate accounts, external networks, proxies, or other mechanisms, may result in disciplinary action.

Use of Olney Christian School technology resources is at the student's own risk; devices are assigned on an "as is, as available" basis; and the school is not responsible for any loss, damage, or unavailability of data stored on the system regardless of the cause.