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**Policies on BYOD Devices and School Computers**

**Form our Parent-Student Handbook, pp 30-32:**

**Technology (Computers, Tablets, Smart Phones, Internet, and Related Items)**

DPCA provides access to computers, the Internet, printers, cameras, projectors, and other devices to enable or enhance student learning. Internet access at DPCA is filtered, but no filter is perfect or can guarantee that students will never see inappropriate material. Given the nature of some content on the Internet, the state of our culture, and the fact that these devices can and do have multiple uses, the following policies govern the use of technology at the school, and in some cases, away from school under the umbrella of the broad agreement that parents and students make to uphold the mission and intent of the programs at DPCA. These policies also govern the use of personal electronic devices such as personal computers, cell phones, PDA’s, tablet PC’s, handheld computing and calculating devices, etc.

Permissible Activities:

1. Students may and are encouraged to use school computers, personal computers, or other school or personal computing devices at school to accomplish schoolwork assignments or related research or communication when directed by their teacher or permitted by the guidelines for the assignment. This includes use of all software installed on the computers and use of the Internet where permitted by the filter. College searches and information related to college admissions exams and other parts of the college admissions process are all considered school-related, as are other options for post-high school training or employment.
2. Students may use school computers for personal use, but only if no one is waiting to use a computer for school work. Personal use includes:
   1. Use of any kind not related to school projects, associated research or communications, or guidance-related endeavors.
   2. Personal email: (please note prohibited email actions, below…)
   3. Entertainment: games, music, social networking, etc. Students may use school computers for entertainment purposes only if no one needs the computer for school work, and only if the student is caught up on all school work and is in academic good standing. It is up to the student who wants to use it for entertainment to ensure it is not needed by someone else for school work, and it is a matter of their personal integrity that they are caught up on all other work. Additional guidelines for accessing or downloading entertainment apply: see below. Some legitimate entertainment and social sites are blocked at school simply to help students avoid the temptation of spending too much of the school day in on-line activity.
3. Students may alter the desktop appearance of school computers only with permission from the lab instructor or their teacher.
4. Students may bring personal laptops or other personal computing devices (computers) to school and use the DPCA student wireless system.
   1. Students in elementary grades need permission from their teachers before bringing computers into school.
   2. Students who do bring computers are specifically agreeing to apply all the computer policies at school to the use of their personal computer, except they are not required to share the computer with others.
   3. Students will not have access to the student wireless network until their computer has been checked for current operating system updates, malware, viruses, and current anti-virus software. Students must obtain the student network passkey from the office once their computer passes the check. The network passkey is subject to change at any time without notice.
   4. Personal student computers may not be configured to access DPCA Secure networks.
5. Students may use school computers or networks to download legitimate material for personal use onto their own USB drives or other personal devices.
6. Students may save work or upload appropriate files to specified network drives and folders.
   1. Student work saved to the network “expires” (is subject to deletion) following the end of the current school year.
   2. Filenames must include the name of the student and the date created.
   3. Files improperly named are subject to immediate deletion.
   4. Generally, files will not be stored on the network past the end of the current school year unless teachers request such storage.
7. Students may print assignments or school-related items on the lab or library printer(s) for free. Please conserve paper by not printing until you are reasonably sure you have a final copy. Any personal items (personal email, letters, printed web pages for personal use, etc) cost $0.10 per page. Payment is on the honor system and is made at the office.

Prohibited Activities:

1. No food or drink is permitted in the computer lab or around other school technology equipment.
2. Students may not alter the BIOS, chipset, OS, or IP settings, or other network protocols or settings, or tamper with or change any other machine or network settings on any school computer or related equipment. Anyone tampering with such settings, or attempting to gain or gaining entry to folders, systems and/or networks for which they are not authorized, will be subject to school disciplinary measures as well as any applicable criminal or civil penalties.
3. Students may not alter the settings of software installed on school computers without permission.
4. Students may not pirate or use pirated software on school computers or on personal computers at school.
5. Students may not load any software onto any school computer without authorization.
6. Students may not download software from the Internet onto any school computer without authorization for each occurrence.
7. Students may not download software from any school computer for personal use, unless such software is Open Source and freely available elsewhere as well as at school.
8. Students may not download or upload files for personal use (such as songs, video, etc.) onto school computer drives. (Such use is permitted to and from personal computers or devices..)
9. Students are prohibited from using the school computers or personal computers or other personal electronic devices **at school or away from school** for creating, viewing, downloading, storing, or re-transmitting sites, messages, or images that contain or promote inhumane or immoral material such as (but not limited to) sites, messages, or images that contain or promote pornographic, gratuitously violent, racist, or hate-motivated material; that denigrate or defame others; that are primarily oriented around gambling; that promote the use of illegal drugs; or any site, message, or image whose primary intent and message is contrary to the mission and principles of DPCA.
   1. Cruel, inhumane, or immoral material such as that noted above is a violation of the Biblical commands to turn away from evil and think about things that are good (1 Peter 3:10ff and Philippians 4:13ff) and is against DPCA’s school mission and policy.
   2. **Such inappropriate use will subject the student to disciplinary action.** Students’ **personal** **devices are included in this prohibition**, since it is assumed that students and parents have been honest in their commitment (signed upon application or reenrollment) to support the mission and intent of the school. Students who are found to be engaging in these activities from their personal or family devices whether in or out of school are subject to school disciplinary action. It should be noted also that public laws governing the distribution of pornography and defamation or harassment of others have been applied to students’ personal devices, and that students who engage in such activity may be subjecting themselves to civil or criminal penalties as well.
   3. We wish to specifically note that students who use technology devices and means in or out of school to bully, threaten, harass, defame, insult, slander, or otherwise harm another student, staff member, or parent from the school are subject to school disciplinary procedures and may be subject to civil or criminal penalties as well. Students should be careful to be encouraging, uplifting, and discreet with emails and posts on social networking sites. Any student or staff member who believes they are the victim of such use should report the matter to the administrator immediately with applicable evidence if possible.
   4. High school students who believe they must access sites of a nature described in this paragraph for some legitimate academic purpose must notify the teacher who assigned the project or assignment and receive specific permission *before* accessing such a site.
   5. Users who inadvertently access such sites or images should close the site immediately and notify their teacher or the school administrator right away.
10. Students may not use school-provided technology for purposes of personal gain without express, written permission from the school administrator. This includes, but is not limited to:
    1. Commercial profit or gain of any kind such as on-line sales or marketing, or on-line trading or investing.
    2. Claiming affiliation with the school in order to promote personal, non-school related ideas, causes, or actions.

General Information:

1. Hard drives on the lab, library, and mobile computers will be periodically cleaned or reformatted without warning. Students should save all work to network folders or USB drives.
2. Computer questions arising in connection with a specific class assignment should be directed first to that teacher.
3. General questions about computer or software use at school should be directed to the student’s teacher, then to the school secretary, then school administrators.
4. DPCA reserves the right to structure its network and related technologies in ways that contribute toward the overall mission of the school. This may include blocking websites without warning.
5. DPCA’s network is private and intended for the school community and authorized guests only.
6. DPCA reserves the right to modify policy concerning the use of computers and other technology on campus at any time. The use of computers and other technology at school will be governed by the most current policy.

**And from a little later section, p 39:**

Electronic Devices/Cameras (Please also see **Technology** on p 27):

1. Cell phones, radios, Mp3 players, CD players and electronic games are not permitted in grades K-6 unless permission is given by a teacher. If brought without permission, they will be collected and kept by the teacher or administrator until the student leaves at the end of the day.
2. Junior and senior high students may use their cell phones, radios, Mp3 players, and the like at break times, lunch time, or at other times if permitted by their teachers, provided that the following policies are observed:
   1. Any music played, game played, or program viewed is of an edifying nature. Themes of excessive violence, overt sexuality, illegal drug use, cruelty, pornography, or hate are prohibited.
   2. Volume levels are low and do not disturb others nearby or other classes that may be in session.
   3. In the judgment of teachers or the administrator, the items are not preventing the student from having meaningful social interactions with other students and staff.
   4. Violation of any of these will result in the confiscation of the equipment for the remainder of the day; other policies may also apply.
3. Students may only capture images or video at school if they have permission from any persons who will be in the image or video, except when the student is functioning in an official capacity in connection with a class project assigned by the teacher, the school yearbook, or a school development project. Surreptitious or “surveillance” image or video capture without staff or fellow student knowledge or consent is expressly prohibited.

Cell phones:

Cell phones are a wonderful tool, but they can also be a distraction so significant that they prevent students from engaging with the school community or in class. The cell phone’s power can be very helpful, or very hurtful, depending on how it is used. DCPA wants to encourage our students to use technology well, and for these reasons has the following policies in place regarding cell phone use:

1. K-6 students are not permitted to use cell phones at school. Exceptions may be made if extenuating circumstances warrant. Parents must make arrangements with the principal and teacher in these cases.
2. Junior and senior high school students may use cell phones during the school day only at breaks or lunch time or with specific permission from a teacher or the administrator.
3. Capturing images or videos with cell phones is permissible only with the permission and knowing participation of the subject(s) of these images.
4. Any cell phones at school are to be turned off or in silent mode except as noted above.
   1. No cell phone use of any kind is permitted during class time, including text messaging, image capture or transmission, gaming, or any other use. The exception is smart phone use for internet research at the direction of the teacher.
   2. Students who initiate or attempt to initiate cell communication of any kind while the recipient student is in class will receive detention or other disciplinary measures for attempting to disrupt another student’s learning.
   3. All devices will be visible to the teacher at all times during class. Teachers may choose to have students place their devices on the desk-top or have them gathered in a central place for use when needed or the student’s collection after class.
   4. During class, students may not respond to texts or voice messages from anyone inside or outside the classroom, including parents. Parents, if you have an emergency, please call the school office at 395-6046, or the principal’s cell at 838-0078 so that we can get your student out of class to get you connected right away.
5. Students who violate these policies for cell phone use will have their phones confiscated until the end of the school day, lose the privilege of having the phone at school at all, and/or may receive additional discipline as well at the teacher’s or administrator’s discretion. School officials may also view items contained on or in the cell phone such as pictures and directory information: such material, if inappropriate to the school’s mission and vision, may serve as additional cause for disciplinary action.
6. Parents who have extenuating circumstances related to students’ cell-phone usage should discuss the situation with the administrator in order to arrive at an agreement that allows for communication as needed while not disrupting classes.

*These are all from the 2014-2015 edition of our handbook. We’ll be making some slight changes as we release the handbook for the coming year…*