



# **2018-2022 TECHNOLOGY RESOURCES HANDBOOK**

## Victory Life Academy (VLA) Student Guidelines and Policies for Acceptable Use of Technology Resources

VLA provides the following policies and procedures to students and parents as information regarding their responsibilities while using personal and/or all VLA-owned electronic/technical resources including (but not limited to): Computer hardware, software, stored text/data (databases), electronic mail, communication technologies (Internet), and any other electronic/technical resources. In general, this document requires efficient, ethical, and legal utilization of all technology resources. Via this document, VLA seeks to ensure that all technology resources are used to further the Academy's mission described below:

*VLA's mission is to effectively equip students for life. As a ministry of Victory Life Church, VLA has spent over two decades working with parents to prepare young men and women to make a positive difference in the lives of others and to impact their world for Jesus Christ. Our goal is to develop a partnership with parents that will teach and reinforce biblical values and lessons in the home, church and school settings, and ultimately providing a consistent and healthy Christ-centered environment for your children. Engaged, supportive parents are vital to the mission of effectively educating students in the knowledge of Christ.*

*As a Christian school, our heart is to educate in all aspects of a child's life by cultivating spiritual, mental, physical, and social growth. We want to nurture your child's development through excellent academic programs, taught from a biblical world view, so that they may be examples unto the world—lighted candles bathing those around them in the illumination of Christ. With that passion as the driving force behind our educational program, our faculty and staff have dedicated their lives to Christ and to the task of helping students realize their God-given potential. To assist students in their quest for knowledge and growth, VLA (as an accredited member of the International Christian Accrediting Association) offers a rigorous, Biblically integrated, college preparatory program. More:*

*<http://www.VLAcademy>*

### **Expectations:**

- a. Student use of any (personal or VLA-owned) technology tools and other resources (including the Internet) are only allowed when supervised and/or granted permission by a VLA staff member.
- b. All users are expected to follow existing copyright and/or other technology-related local, state, and federal laws.
- c. In accordance with VLA's technology responsible use plan, students are expected to confidentially (i.e. not discuss with other students) notify a staff member whenever they encounter information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable in any way.
- d. Students are expected to follow digital citizenship guidelines, as detailed by the International Society of Technology Education (ISTE):

<https://www.iste.org/explore/articleDetail?articleid=101&category=ISTE-Connects-blog&article=Essential-elements-of-digital-citizenship>

**Unacceptable Conduct can include, but is not limited to the following:**

- a. Using the network for illegal, unapproved, non-academic related activities, such as: Copyright, license, and/or contract violations; downloading inappropriate materials, viruses, and/or software; hacking, and/or host file-sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network.
- e. Causing congestion (slow down) on the network or interfering with the work of others (i.e. sending large file sizes and/or mass emails).
- f. Intentionally wasting limited resources (i.e. Internet-use time, streaming music).
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card, and/or allowing another user to access yours.
- k. Coaching, helping, observing, or joining any unauthorized activity on the network.
- l. Posting anonymous messages or unlawful information on the system.
- m. Engaging in harassment or using objectionable language in public or private messages, i.e., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- n. Use false permission, authorization, and/or identification documents.
- o. Obtaining copies of—or modifying—files, data, or passwords belonging to other users on the network.
- p. Knowingly placing an electronic virus on a computer or network.

**Responsible Use Guidelines for the District's network computer online services are as follows:**

A. General Guidelines:

1. Students will have access to all available forms of electronic resources that are in support of VLA's educational goals and objectives. VLA will filter personal and VLA-owned resources (hardware, software, network, and data).
2. Students are ethical and responsible for ensuring that all electronic resources (hardware, software, network, and data) are used in an educational manner.
3. Access to VLA's online computer services is a privilege and not a right. Each employee, student, parent, and/or stakeholder will be required to sign VLA's Responsible Use Policies/Agreements Sheet and adhere to all guidelines/rules in order to be granted access to VLA's computer network/online offerings.

4. Parents interested in VLA's technical online services at school should refer to the VLA technology plan.
  5. Any parent wishing to restrict their children's access to any VLA computer online services will provide this restriction request in writing. Parents will assume responsibility for (a) imposing restrictions only for their own children, (b) as well as when their child is not under VLA's supervision.
- B. Network and Email Etiquette:
1. Be polite when forwarding email, and only forward messages on a need-to-know basis.
  2. Use appropriate language.
  3. Do not reveal personal data (i.e. home address, phone number, phone numbers of other people).
  4. Remember that you are a representative of VLA, and that the other users of VLA's online computer services and other networks may have a culture, language, and humor that have different points of reference from your own.
  5. All students age 13 or older will be provided with a school affiliated email address which is filtered to meet Child Internet Protection Act (CIPA) requirements. For more information: <http://www.fcc.gov/guides/childrens-Internet-protection-act>
  6. Email should be used for educational purposes only.
  7. Email transmissions, stored data, transmitted data, or any other use of VLA's online computer services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
  8. All emails (in their entirety) composed/sent using VLA resources are property of VLA.
  9. Do not share passwords with other students, and make sure to keep them private and secure. If the student has issues with their password, please contact IT.

**General Netbook Rules**

1. Inappropriate Content & Graffiti
  - a. Inappropriate content will not be allowed on netbooks.
  - b. Physical appearance of the netbook may not be modified by any means, including skins, stickers, markers, etc.
2. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or related pictures on the netbook will result in disciplinary actions.
3. In the case of intentional damage, students will be charged for replacement parts. See Table of Estimated Repair Pricing on page 9.
4. Sound
 

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Student-provided headphones may be used when approved by the teacher.
5. Deleting Files
 

Student may not delete any folders or files that he/she did not create and/or that he/she does not recognize. Deletion of certain files will result in a computer failure and will interfere with the student's ability to complete class work and may affect his/her grades.
6. Music, Games, or Programs
  - a. Music and games may not be downloaded or streamed over the Internet; this may be a violation of copyright laws.
  - b. All software loaded on the system must be approved by VLA
7. Unauthorized Access
 

Access to another person's account or computer without his/her consent or knowledge is considered hacking and is not allowed.

**Fair Market Value**

<b>Loss, Deliberate, Damage, or Neglect</b>	<b>Actual Repair Costs</b>	<b>Repair Costs to Students</b>
<b>Broken Screen/Battery</b>	<b>\$60.00</b>	<b>\$45.00</b>
<b>Keyboard Replacement for broken keys</b>	<b>\$100.00</b>	<b>\$60.00</b>
<b>Chromebook Replacement</b>	<b>\$150.00</b>	<b>\$120.00</b>
<b>Chargers</b>	<b>\$45.00</b>	<b>\$30.00</b>

**Netbook Usage Guidelines and Procedures**

VLA is committed to providing the necessary tools for effective utilization of netbooks. To accommodate this process, the Academy is providing the following:

1. Check-Out/Check-In Procedures

The netbook check-out/check-in process will mirror established textbook management practices.

2. Sophos Enterprise Antivirus Protection

Netbooks will utilize the most effective security solution providing real-time scanning capabilities for complete protection from viruses, spyware, malware, etc., both inside and outside the VLA network.

3. Web Filtering and Security

Remote Filtering extends the Websense industry-leading Web filtering and Web security technology to protect netbook users outside of VLA's network. Remote Filtering protects remote users and frequent travelers from external security threats and prevents access to inappropriate and malicious sites, phishing sites, spyware, and malicious mobile code ensuring secure Internet use anytime and anywhere. VLA has utilized the Websense Enterprise filtering solution for the past 8 years to meet federal CIPA requirements. For more information about Internet safety, please visit [www.isafe.org](http://www.isafe.org).

4. Data Access

Students can save important files to their cloud storage accounts (Google accounts) and/or USB drives. Students can access this data from any computer connected to the VLA network. While working off-site, student data will be cached (temporarily saved) locally and synchronized once network access is established. A backup of USB saved files is not done automatically, so students might want to keep a copy of these files in their Google Drive.

5. Account Profiles and Policies

Student account policies are shared from VLA's Google Administrative Accounts for all student log-ins, giving sufficient access to complete tasks. While allowing for security updates, students will not have install capabilities for other software. Requests for additional software/apps can be made through their campus help desk. A district-approved default software package will be installed on all netbooks prior to checkout.

6. Tracking System

BIOS level software will be installed at the manufacturer, providing the ability to GPS track, locate, and recover lost or stolen netbooks.

7. Help Desk Requests

VLA Information Technology (IT) Department will strive to provide timely turnaround on all student/teacher netbook problems. All help desk requests will be submitted to the campus technology office and prioritized accordingly.

8. Summer Storage

Netbooks will be returned during the textbook check-in process at each campus and stored appropriately. All netbooks will be thoroughly inspected and re-imaged during the summer months by the IT Department.

10. Limitation of Liability

VLA makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which students may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. VLA is not responsible for the

accuracy or quality of information obtained through use of the Academy's system or the Internet. VLA is not responsible for any financial obligations which may be incurred through use of VLA's system.

#### 11. Parental Involvement

In addition to the Student/Parent Netbook Handbook, VLA will provide informational presentations/trainings detailing our one-to-one (mobile computing) initiative, including: in person, a file on the netbook hard drive, and via our VLA website. A parental permission form must be signed and on file before netbook receipt and network use.

#### 12. No Loaning or Borrowing Netbooks

13. Do NOT loan netbooks or other equipment to anyone.

14. Do NOT borrow a netbook from another student.

15. Do NOT share passwords or usernames with others.

### **Victory Life Academy - Student Technology Responsible Use Policy**

VLA's purpose for providing Internet and other computer network access is to promote the exchange of information and ideas with the global community. All network use must be consistent with the policies and goals of this school district. Inappropriate use of VLA technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will adhere to the following network etiquette expectations:

1. Follow VLA's behavior expectations at all time.
2. Check spelling and grammar.
3. Students shall not share or receive confidential password information with anyone.
4. Students shall not reveal his/her private/personal information with others. No student's Family Educational Rights Protection Act (FERPA)-related information shall be electronically transmitted, or otherwise disseminated through the network.
5. Students shall not disguise the point of origin or transmission of email.
6. Students shall not send messages that contain false, malicious, or misleading information that may be injurious to a person or his/her property.
7. Illegal activities that are strictly prohibited include: (a) Transferring offensive or harassing messages, (b) offering for sale or use any substance which is prohibited by the school district's staff and student policies, (c) viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law, (d) intruding into the network or computers of others, and (e) downloading or transmitting confidential, trade secret information, or copyrighted materials.
8. VLA technology shall be used for playing multi-user or other network intensive-use games, commercial ventures, Internet relay chats lines, and/or downloading/transferring excessively large files without permission of VLA staff.

9. No fees for services, products, or information shall be incurred/charged without appropriate permission.
10. Student shall not use the network in such a way that would disrupt the use of the network by other users.
11. Student shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
12. Vandalism is defined as any malicious attempt to harm or destroy hardware, another user's data, Internet, or any other agencies or other networks that may be accessed. This includes (but is not limited) to the uploading or creation of computer viruses.
13. Report security problems to the supervising teacher and/or system administrator.
14. VLA, including the employees and agents, will be held harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

*Adapted with permission from Howe Public Schools.*

### **Student Responsible Use Declaration**

In accordance with Victory Life Academy's (VLA) mission and vision highlighted below, I understand that our school is supporting students as they learn the skills required to become successful 21st Century learners and digital citizens.

*VLA's mission is to equip students for life. As a ministry of Victory Life Church, VLA has spent over two decades working with parents to prepare young men and women to make a positive difference in the lives of others and to impact their world for Jesus Christ. Our goal is to develop a partnership with parents that will teach and reinforce biblical values and lessons, in the home, church, and school settings, and ultimately providing a consistent and healthy Christ-centered environment for your children. Engaged, supportive parents are vital to the mission of effectively educating students in the knowledge of Christ.*

*As a Christian school, our heart is to educate in all aspects of a child's life by cultivating spiritual, mental, physical, and social growth. We want to nurture your child's development through excellent academic programs, taught from a biblical worldview, so that they may be examples unto the world—lighted candles bathing those around them in the illumination of Christ. With that passion as the driving force behind our educational program, our faculty and staff have dedicated their lives to Christ and to the task of helping students realize their God-given potential. To assist students in their quest for knowledge and growth, VLA (as an accredited member of the International Christian Accrediting Association) offers a rigorous, Biblically integrated, college preparatory program. More: <http://www.victorylifeacademy.org/>*

I understand that these guidelines for responsible use are to be followed when using any technology at school, any school activity, and/or while using any school-owned/related technology resource (Internet, device, software, etc.). I am aware that this may include the use of a device that VLA does not own.

I understand that if I breach the Responsible Use Agreement contained in this Student Technology Responsible Use Handbook, I may lose access to school technology services, including the use of the Internet on school-owned devices or any personally-owned device used at school.

Therefore, I agree that I...

1. will be a confident and capable user of technology. *I will ask for help when needed.*
2. will use technology for learning as well as other activities. *I understand that technology can help me to learn. I know it can also be used to talk to people, to buy and sell things, and to have my opinion heard. I know when and where it is okay to do each one.*
3. will think carefully about whether the information I see online is true. *I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.*
4. will be able to speak the language of digital technologies. *When people talk online, the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.*
5. understand that I may experience problems when I use technology, but I will learn to deal with them. *I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with them. I also know there are people I can go to for help if I don't know what to do next.*
6. will always use technology to communicate with others in positive, meaningful ways. *I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the Internet. I will think about the effect that my actions have on other people.*
7. will be honest and fair in all of my actions using technology. *I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing, I will ask for help.*
8. will always respect people's privacy and freedom of speech online. *I understand that some information is private. I will be careful when using the full names, birthdays, addresses, and photos of other people, and of my own. I also know that I will not always agree with what people say online, but that does not mean that I can stop them or use it as an excuse to be unkind to them.*
9. will help others to become better digital citizens. *Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online, then I will speak up rather than just watch it happen.*

## Victory Life Academy Student Responsible Use Agreement

The Victory Life Academy (VLA) Technology Responsible Use Policy is located on the school website. A printed copy may be obtained upon request.

### Student Section:

Student Name : \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

Student ID Number \_\_\_\_\_

I have received a copy of VLA's Technology Resources Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, (a) suspension and/or revocation of network privileges and (b) suspension from school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Sponsoring parent or guardian section (required):

I have read VLA's Technology Responsible Use Policy Handbook in its entirety. I understand that VLA has taken reasonable precautions to ensure that access to non-educational related material is limited to the best extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's technology use at all times possible, and will accept full responsibility of his/her use when he/she is not under VLA's direct supervision during regular school hours. I hereby release VLA from all liability in the event that my child acquires inappropriate material through VLA's computing resources or the Internet. I understand that if my child violates VLA's Technology Responsible Use Policy Handbook guidelines, his/her access to VLA's technology services may be revoked and my student may be subject to disciplinary action. I hereby give VLA permission to issue Internet-based access account(s) for my child and certify that the information contained on this form is correct.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Adapted with permission from Howe Public Schools/Integrity Technology Solutions