



2655 Northbrooke Dr · Naples, FL 34119
P: 239.455.1080 · F: 239.566.4840
www.napleschristian.net

Responsible Use of Technology and Bring Your Own Device (BYOD) Policy

Purpose:

Naples Christian Academy (NCA) is committed to preparing all students and teachers in maximizing learning by fully integrating relevant technology with academic content. The aim of this policy is to provide guidance and instruction to all stakeholders on the responsible use of technology and to create a safe and ethical online environment at NCA.

Educational Objective:

Technology will be used to:

- acquire, share, collaborate, evaluate, and create digital information
- achieve media and technology literacy
- help students stay connected to the learning environment if the need for remote learning arises

Policy:

Anyone using NCA's wireless local area network is subject to our terms and conditions of our Responsible Use of Technology and Bring Your Own Device (BYOD) Policy. NCA complies with the Children's Internet Protection Act (CIPA) by filtering all content for users connected to NCA's network.

NCA partners with parents in all aspects of educating their children, including having a shared responsibility to teach students to use technology wisely.

Responsible Use:

We expect students to make good, Christ-like choices in the use of technology – just as in any other area of personal responsibility. Technology, personal or



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school-owned, will be used only for approved and appropriate educational applications.

Guidelines for Responsible Use:

- Devices are to be muted or silent during the school day.
- Devices may be used to contact parents/guardians only after a supervising adult (teacher, staff member, or coach) grants permission.
- Only the NCA-Public filtered wireless network may be used.
- Devices brought from home should be checked to be sure they are free of unsuitable material, viruses, and malware before bringing the device to school and accessing the network.
- Students must comply with an adult's request to see what a student is viewing, shut down a device, or close the screen of a device.

Unacceptable Uses:

- Use of devices in bathrooms, locker rooms, or during testing.
- Personal calling, messaging, chatting, e-mailing, or other communication during the school day without the consent of a supervising adult.
- Accessing social media of any kind.
- Revealing personal information about yourself or others using Internet resources.
- Sharing passwords or attempting to discover passwords that allow access to an account that doesn't belong to you.
- Intentional erasing, renaming, moving, replacing, or disabling of anyone else's files or programs.
- Violating the rights of privacy of others including, but not limited to, photographing, recording, videoing or sharing digital information of other students or adults without their consent.



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- Using, accessing, downloading, creating, storing, or sharing messages of visual images considered profane, obscene, offensive, derogatory or harmful.
- Technology may not be used to humiliate, demean, embarrass, intimidate, or annoy others.
- Harassment or bullying of any type is not acceptable – online or in person.
- Unauthorized copying or installing of materials or applications is not allowed.
- Intentional writing, producing, or introducing codes that are designed to harm the devices, network, or programs is not acceptable.
- Intentional damage or tampering with any hardware, software, or technology accessories may not be done.

Bring Your Own Device (BYOD):

Students may bring their own personally owned, acceptable technology devices to NCA to be used on campus for educational purposes. Acceptable devices will be used under the direction and at the discretion of the teacher, and devices may not be used without permission.

Acceptable devices include all existing and emerging technology that can take photographs; record or playback audio or video; input and display text; upload and download media; store data; and transmit or receive messages or images. Examples of these devices include, but are not limited to, MP3 players or iPods, iPads, Nooks, Kindles, and other tablets; laptop and notebook computers; personal data assistants (PDAs); cell phones and smartphones; flash drives and any device with similar capabilities.

An unacceptable device includes, but is not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions. These devices are not permitted at school except with advance permission from a school administrator.



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As with other personally owned items, NCA is not liable for the cost, loss, damage, misuse, or theft of personally owned devices or information on devices brought to school.

Students are expected to take reasonable steps to protect their personal devices. In the event that a device gets broken, the parties involved will agree upon a price to repair or replace the device.

Students are not required to bring a device to school. No student will be left out of the instructional process. BYOD is meant to support the instructional process and is considered a privilege that can be taken away. All devices – personal or school owned – are to be used according to NCA's Responsible Use of Technology Policy.

NCA may monitor, inspect, copy, and personally view personally owned devices and files when administration has a reasonable suspicion that a misconduct and violation of the use policy has occurred. Students and parents agree to be cooperative with this policy. Students must comply with teachers' requests to shut down a device, close a screen, or give a device to an adult. Students choosing not to follow NCA policy are subject to loss of permission to use technology, and other disciplinary action may result, including, but not limited to, parent conference, detention, suspension, and criminal charges.

All users agree to adhere to the following Code of Ethics, which applies to both school and home use of computers and the Internet:

"I will strive to act in situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to provide a good testimony to my fellow students, faculty members, and to others I communicate with on the Internet. I agree to follow Naples Christian Academy's basic rules. I will strive to apply Philipians 4:8 and Psalms 101:3 to my electronic communication."



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Finally
brothers,
whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. Philippians 4:8

I will set no worthless thing before my eyes. Psalms 101:3

**Naples Christian Academy
Responsible Use Policy for Technology and the Internet / Bring Your Own Device
Policy**

I acknowledge with my signature below that I have read and understand the policies for using technology at Naples Christian Academy. I take full responsibility for my device and my actions with school-owned technology. I agree to abide by the policy and use technology in a responsible, respectful, and ethical manner, which is in the best interest of the NCA community. I understand that if I choose to violate this policy, my privileges may be taken away and other disciplinary action may result.

Student Signature _____

Printed Name _____

Date _____

I have read this policy with my child. I understand that teaching responsible use of technology is a shared responsibility between NCA and parents. I will support the school in enforcing this policy.

Parent Signature(s) _____ / _____

Printed Name(s) _____ / _____

Date _____ / _____



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