



## Glenmore Christian Academy Technology Use Policy

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Members of the school community are responsible for good behaviour on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

Internet use is provided for students and staff to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right, which entails responsibility. Students may not access the Internet without permission. Gaming can and does compromise network memory, Internet speed and can affect the other users on the network. Therefore, students are NOT ALLOWED to game during school hours.

Network storage areas and Google drives may be subject to review by the administration to maintain system integrity and ensure that users are utilizing the system responsibly. Users should not expect that files stored on school servers are private. Additionally, all GCA accounts are subject to reasonable search. Users are not anonymous meaning search histories and downloads can be monitored.

The following are **not** permitted:

- Sending, accessing or displaying offensive or inappropriate messages or pictures.
- The placing of inappropriate or unlawful information on a system.
- Harassing, insulting or attacking others.
- The use of abusive or otherwise objectionable language.
- Damaging or tampering with computers, computer systems or computer networks.
- Violating copyright laws.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for unauthorized purposes.
- Unauthorized use of others' passwords.
- Playing games on devices without the explicit permission of teachers/staff.
- Visiting social media platforms (Elementary – unless directed by teacher).

Users will be held accountable for their actions:

1. Violations may result in a loss of access. Teachers may choose to confiscate devices to be stored in the office unless requested by a teacher for specific classroom activities.
2. Additional disciplinary action may be taken.
3. When applicable, law enforcement agencies may be involved.

Students are required to sign an "Acceptable Use Policy" form at the beginning of each school year which outlines in detail the expectations required of students using computers or social media.

**In order to encourage healthy community life, certain areas will be considered device free (whether cell phones or laptops) before and after school as well as lunchtime, including Hallways, Zeteo, and Cafeteria. If a student has their device out during the school day it may be placed in the office for safekeeping.**