

Here at Springs Christian Academy, we encourage the use of technology as an effective tool for helping you in your learning. Like all learning tools, we must ensure we are using them for their intended purpose and in a way which reflects our Christ-like climate. We have therefore created a set of guidelines which will help you to use the technology that the school has made available, as well as your own devices, in a way that is productive and safe.

The following regulations govern the acceptable use of Springs Christian Academy technology and Springs Christian Academy networks by students:

- ☺ At SCA, we are blessed to be able to use technology, such as computers and tablets. We must therefore do our best to make sure we look after and use these tools in a way which pleases God.
- ☺ Any technology you use at SCA may be looked at by a staff member at any time. If a staff member believes you are misusing the technology, it may be removed.
- ☺ Keep your passwords private and do not allow others to use your devices, or accounts for any reason.
- ☺ Technology and networks are provided by SCA for learning purposes only.
- ☺ Students are to respect and abide by all laws of Manitoba and Canada (e.g. no illegal downloads or use of copyrighted materials).
- ☺ You may not video or photograph another student or staff member without their permission.
- ☺ You may not download or use apps that you are not old enough to legally use, and/or break the rules of our school honour code.
- ☺ You are only allowed to use and view your own device. Students may not share devices with friends, unless they have been instructed to do so by a staff member.
- ☺ NO devices are allowed during indoor recesses, or outside after school until they have been signed in to the after-school program.

Students should let a staff member know if you see, or believe, that someone has broken any of the above guidelines.

It's important that families are aware of our official 'Technology & Network Agreement,' which is signed when you are enrolled at Springs Christian Academy. It applies to, is enforced, and in effect throughout the entire period of enrollment at Springs Christian Academy.

A violation of this Technology & Network Agreement may result in disciplinary action, including, but not limited to, reprimand, suspension or termination of access to Springs Christian Academy technology and/or networks, suspension or expulsion from Springs Christian Academy and/or appropriate legal action.

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The following regulations govern the acceptable use of Springs Christian Academy technology and Springs Christian Academy networks by students:

1. The use of Springs Christian Academy technology and networks is a privilege – not a right.
2. By using Springs Christian Academy technology and networks, students understand there is no expectation of privacy. Be aware that anything you access or look at whilst attending Springs Christian Academy can be accessed by Springs Christian Academy staff, without your consent.
3. Keep your passwords private and do not allow others to use your devices or accounts for any reason. Springs Christian Academy cannot accept responsibility for personal consequences ensuing for students who have disclosed their passwords to other people. It is also understood that you may not log in as somebody else, or pose as another person.
4. Technology and networks are provided by Springs Christian Academy for educational purposes only, unless given permission otherwise by a staff member.
5. Students agree not to attempt unauthorized access to systems, networks, data, resources, or programs (e.g. “hacking”), including the use of proxy sites/VPNs to access materials that violates our SCA Honour Code.
6. Students are to respect and abide by all laws of Manitoba and Canada (e.g. no illegal downloads or use of copyrighted materials).
7. Students agree not to use Springs Christian Academy technology and networks for any behaviours which are in conflict with, or a violation of our school code of conduct. Students using their own personal devices while at school for purposes contrary to the Springs Christian Academy Honour Code, will be asked to leave their own personal devices at home.
8. Students agree not to look for or access (i.e. using a proxy site) inappropriate material or sites and to cooperate with school staff in any precautionary steps taken to ensure appropriate use.
9. You may not video or photograph another student or staff member without their permission. At any time, permission that may have been given can be revoked.
10. Students may not download or use apps that they are not old enough to legally use. All downloads or apps must be in compliance with our school Honour Code. This includes the use of messaging apps and any social media apps. Staff at Springs Christian Academy have permission to tell you to delete these apps while on school property.
11. Students are only allowed to use and view their own devices. Students may not share devices with friends, unless they have been instructed to do so by a teacher.

Students are obligated to notify a Springs Christian Academy staff member if they have reason to believe that another student has breached this Technology & Network Acceptable Use Agreement. Disclosure of such information will be kept confidential by the staff member, as best as possible.

It is important that families are aware of our official ‘Technology & Network Acceptable Use Agreement’ which is signed when you are enrolled at Springs Christian Academy. It applies to, is enforced, and in effect throughout the entire period of enrollment at Springs Christian Academy.

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Springs Christian Academy recognizes that technology can support effective teaching and successful learning. Because of this, Springs Christian Academy has purchased a variety of technologies for student use, including, but not limited to, desktop computers, laptop computers, tablets, GPS units, cameras, video cameras, software and support systems. As well, Springs Christian Academy provides networks for students to access the Internet, both with Springs Christian Academy technology and for those students bringing their own personal devices.

Springs Christian Academy recognizes that the appropriate and responsible use of technology available to students is an essential element of maintaining a safe and Christ-like culture and climate. The Technology & Network Agreement applies to, is enforced, and in effect throughout the entire period of enrollment at Springs Christian Academy.

The following regulations govern the acceptable use of Springs Christian Academy technology and Springs Christian Academy networks by students:

1. The use of Springs Christian Academy technology and networks is a privilege – not a right.
2. By using Springs Christian Academy technology and networks, students understand there is no expectation of privacy. Students consent to Springs Christian Academy monitoring, reviewing, collecting, storing and disclosing personal, educational or confidential information, including, but not limited to, email messages, home directory and Internet traffic logs, in order to:
 - a. Determine and ensure compliance with this Technology & Network Agreement and Springs Christian Academy Honour Code.
 - b. Protect students and Springs Christian Academy staff from fraudulent, unlawful or abusive use of technology or networks.
3. Students assume the responsibility for any Springs Christian Academy user account to which he/she is given access and passwords must be kept confidential. Springs Christian Academy cannot accept responsibility for personal consequences ensuing for students who have disclosed their passwords to other people. Students are not to log onto any account, other than their own. Students are not to allow other students to log onto their account.
4. Technology and networks are provided by Springs Christian Academy for educational purposes. Students using Springs Christian Academy technology for personal reasons may be asked to shut down the program they are using and/or may be asked to stop using the technology.
5. Students agree not to interfere with the function of any computer, common network, or the Internet or cause disruption in any services (e.g. accessing “command prompt” in Windows).
6. Students agree to not attempt unauthorized access to systems, networks, data, resources, or programs (e.g. “hacking”).
7. Students are to respect all intellectual property rights accessed through the Internet or local networks and abide by all laws of Manitoba and Canada (e.g. no illegal downloads).
8. Students are expected to follow all generally accepted rules of network etiquette.
9. Students agree not to use Springs Christian Academy technology & networks for:
 - a. The acquisition, creation, display or distribution of any material which is offensive, obscene, violent, hateful, harassing, sexist, pornographic, racist, embarrassing, humiliating, degrading, intimidating, threatening, malicious, or slanderous.
 - b. Any activity which may be considered unethical, immoral, or illegal.
 - c. Distribution of commercial advertisements, solicitations, or promotions.
 - d. Distribution of spam or chain mail.
 - e. Dissemination of virus software.
 - f. Dissemination of political material for non-instructional purposes.
 - g. Any activity for the purpose of which to obtain private commercial gain.
10. Unless specifically directed to do so and authorized by a Springs Christian Academy staff member, students will not subscribe to mailing lists, news groups, on-line games, or any other Internet or local network services. Additionally, students will not respond to or fill out any questionnaires or surveys or enter any contests. As well, students will not install, download, upload, modify or copy unauthorized software, including screen savers and “freeware”. Students will not correspond via the Internet with any persons.
11. While Springs Christian Academy does have a filtering system, some of the material available on the Internet or local networks may be racist, sexist, obscene, pornographic or violent in nature. As well, Springs Christian Academy has chosen to block certain sites. Students agree not to look for or access (i.e. using a proxy site) inappropriate material or sites and to cooperate with school staff in any precautionary steps taken to ensure appropriate use.
12. With Springs Christian Academy technology or personal devices, students are not to photograph or video other students or Springs Christian Academy staff, for personal reasons without permission. With Springs Christian Academy technology or personal devices, students are not to post photographs or video on-line of other students or

Springs Christian Academy staff without permission, even if the photographs or video were done as a school activity or assignment. At any time, permission that may have been given can be revoked.

13. Students using their own personal devices while at school for purposes contrary to the Springs Christian Academy Honour Code will be asked to leave their own personal devices at home.

Students are obligated to notify a Springs Christian Academy staff member if they have reason to believe that another student has breached this Technology & Network Agreement. Disclosure of such information will be kept confidential by the staff member, as best as possible.

A violation of this Technology & Network Agreement may result in disciplinary action, including, but not limited to, reprimand, suspension or termination of access to Springs Christian Academy technology and/or networks, suspension or expulsion from Springs Christian Academy and/or appropriate legal action.