



Woodcrest Christian Parent/Student Computer Use Agreement

Appropriate Uses and Digital Citizenship:

While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

- **Wisdom, Character, Stewardship, and Service:** As a student of WCSS, I will aim to reflect the character of God by using technology as a wise steward in His service.
- **Respect and Protect Yourself:** I will show respect for myself through my actions. If necessary, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider any personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule or location of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect and Protect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others or inappropriate. I will not enter other people's private spaces or areas. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect and Protect Intellectual Property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open sources.

WCSS Student Computer Use Pledge and Agreement:

1. I understand the use of a computer or technology is a privilege and will be regarded as such.
2. I will not interfere with the learning experience of other students and behave in a helpful and supportive manner at all times.
3. I will not use the computer to chat, send messages or files to other students, unless it is part of an assignment.
4. If I find hardware or software that is not functioning properly I will immediately bring it to the attention of the instructor or teacher assistant, or risk being assessed the cost of repair or replacement. No food and drink are to be near school computer equipment.
5. I will be financially responsible for any damage I have caused to hardware or software.
6. I will not change, add, delete or disable any software or software settings, other than those needed to format documents or as directed by WCS staff.
7. I will not disconnect or disable hardware.
8. I will not connect to unauthorized WCS networks: personal computers, phone, tablet or devices without authorization from the instructor.
9. I will not bring in outside data or programs to use on a computer without first asking permission from the WCS staff. If approved, all data will be scanned for viruses prior to use.
10. I will save data files in the locations the instructor has provided.
11. I will not access other computers remotely, without permission, or attempt to hack into WCS computers to gain unauthorized access. If I find that I have gained access to an unauthorized computer, folder, file or program I will immediately notify the WCS staff.



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12. I will not use the computer to copy as my own, plagiarize, falsify or violate any law or school policy.
13. I will follow all instructions given to me by those in authority, i.e. instructors, teacher substitutes or teacher aides.
14. I will use the computer as a tool to assist my own educational growth and to help others.
15. I will not use the computer to create material that is incompatible with the standards set forth in the Bible.

Please note: Students have no expectation of confidentiality or privacy with respect to usage of any Chromebook, school computer, or school network regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. WCSS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student technology at any time for any reasons related to the operation of the school. Teachers and school administrators may use monitoring software that allows them to view the screens and activity on student mobile devices.

Student's School-Managed Account Information: GoGuardian's Offerings collect a student's School-managed account information: student's name, email address, Google Profile ID, Google Image URL, and organizational unit as well as device identifiers necessary to associate a student with a certain device and settings. Additionally, GoGuardian may also need to associate a student with a particular teacher's classroom by using a Google classroom identifier or other identifier.

Activity Information: Depending on a School's currently selected GoGuardian Offerings, features, integrations and settings, GoGuardian may collect additional information, about online account or activity, including chats (within GoGuardian Teacher), a student's browsing history, IP address, online content, snapshots and key percentage variance (but not the actual inputs or sequence of inputs) to identify patterns like gaming.

Grade and Attendance Information: Depending on a School's currently selected GoGuardian Offerings, features, integrations and settings, GoGuardian may receive grade and attendance information.

Location Information: Using GoGuardian Admin, a School can collect the geographic location of devices for the purpose of locating and recovering its devices. GoGuardian Offerings can collect IP addresses while GoGuardian Offerings are active, no precise geographic login locations of mobile phones can be accessed or stored by GoGuardian.

The Personal Student Information collected may change if a School utilizes new features and GoGuardian Offerings.

The above rules enable all school computer users to receive the optimum experience, to promote their academic learning and to provide them with advanced tools for serving the needs of others. I agree to abide by the conditions of these rules and this agreement.

Student Name Printed: _____ Student Signature: _____ Grade: _____

Parent Name Printed: _____ Parent Signature: _____ Date: _____