

**SOCIAL MEDIA POLICY FOR STUDENTS**



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## Preamble

In recognition of the growth of “social media” in our changing world, and in keeping with the mission of Summit Christian Academy in partnering with families by inspiring, motivating, preparing affirming, challenging and transforming students so that they are equipped, enriched, and empowered to impact their world for Christ, it is appropriate to establish this “policy” for on-line behavior.

### **COMPUTER AND INTERNET USE**

The use of technology in education presents many exciting opportunities for students at Summit Christian Academy. These opportunities present themselves with many responsibilities as well. The goals of Internet and intranet connection are to expand research and communication, to encourage technological innovation, and to allow worldwide interaction with other institutions.

Students will have access to:

- computers, printers, and other peripheral hardware
- information and news on websites from universities, government institutions, museums, schools, technology, non-profit organizations, and commercial sites
- news groups on a variety of topics, including science, history, math, and literature
- thousands of periodicals and other publications
- public domain software and shareware

The heavy usage of school computers increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

Unfortunately, access to the Internet increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Although SCA has taken precautions to restrict access of controversial materials, it is impossible to control all materials. Therefore, the responsibility is upon the student not to seek questionable websites.

We believe that the valuable information and interaction available on the Internet far outweighs the possibility that students may seek or stumble upon materials that are inconsistent with the spiritual and educational goals of SCA or its representative families.

Before students may use computers or access the Internet at SCA, they must read and agree to the SCA IT Agreement. Parents or guardians also must sign the contract for their minor students. Only students with this contract on file will be allowed to use the Internet through the school computers.

### **Computer Use Policies**

- Computers are to be used by permission of faculty and for school-related purposes only
- Students should save files only on their own flash drive or as otherwise directed by faculty
- Students should not make unnecessary printouts and are not allowed to use the printers for personal use
- Students are not to engage in activities that are intended to hinder another's ability to do his or her work
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacement which result from mishandling
- Students are not to change or manipulate software or operating environments
- Neither parents nor students should attempt to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher

Offenses will be handled by administration on an individual basis and are punishable by detention, loss of computer privileges, suspension, or expulsion.

### **Network Use Policies**

- Users must always log off when they leave a workstation
- Users may not knowingly access or read a file which belongs to another user
- Students who attempt to use a computer and find it open to a file or program to which they do not have access should immediately report the situation to the supervising teacher
- Students are not to use software indicated for faculty or staff use only
- The network is to be used for educational purposes only and not for financial or commercial gain or for entertainment
- Software copyright guidelines are to be respected and followed
- Social e-mails are not to be exchanged while on school computers
- Vandalism is not permitted, and the cost of any repairs will be borne by the student's responsible party
- Attempts to negate or circumvent security measures will result in cancellation of user privileges

Offenses will be handled by administration on an individual basis and are punishable by detention, loss of computer privileges, suspension, or expulsion.

### **Internet Use Policies**

Use of the Internet must be for an education or research project and must be consistent with the educational objectives of SCA. Students must have an assignment or permission from their teacher indicating the purpose of the Internet excursion. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene material, and/or material protected by trade secret.

- Students may not access any social media platform while on the Summit campus
- Students are not allowed to access the Internet without permission
- Students are not allowed to download files without consent of the teacher
- Internet users will abide by network etiquette:
  - Be polite
  - Use appropriate language that reflects a Christian attitude
  - Do not reveal your name, personal information, or that of others
  - Remember that communication is not private
  - Do not disrupt another's ability to use the Internet
- Users who note security problems must notify a teacher or administrator. The problem is not to be demonstrated to others
- Attempts to log on the network as a system administrator will result in cancellation of user privileges
- Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network

A breach of these policies is taken very seriously and is punishable if necessary by detention, suspension, expulsion, or legal action.

THERE SHOULD BE NO EXPECTATION OF—NOR ANY RIGHT OF—PRIVACY. SUMMIT CHRISTIAN ACADEMY RESERVES THE RIGHT TO MONITOR ANY AND ALL COMPUTER USAGE.

### **Cyber-Bullying Policy**

Summit Christian Academy embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur. Central to the school's anti-bullying policy is the belief that 'all pupils have a right not to be bullied' and that 'bullying is always unacceptable'. The school also recognizes that it must 'take note of bullying perpetrated outside of the school which spills over into the school'. Current Texas legislation allows schools to police cyber-bullying or any bullying aspects carried out by pupils, even at home.

### **Definition of Cyber-Bullying Policy**

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on cell phones
- The use of cell phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts

- Making threatening, abusive, defamatory or humiliating remarks on any social media platform or chat

### **POLICY**

- Summit educates its pupils both in the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through communications and assemblies, continue to inform and educate its pupils in these fast changing areas.
- Summit trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. Summit endeavors to block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in the computer room, or any other location within the school which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, Summit audits ICT communications and regularly reviews the security arrangements in place.
- While education and guidance remain at the heart of what we do, Summit reserves the right to take action against those who take part in cyber-bullying.
- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.
- Summit supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- Summit will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school.
- Summit will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.
- All members of the school community are aware they have a duty to bring to the attention of the Head of School any example of cyber-bullying or harassment that they know about or suspect.

### **GUIDANCE FOR PUPILS**

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your tutor, your teacher or the Headmaster.

1. Do not answer abusive messages but log and report them
2. Do not give out personal IT details
3. Never reply to abusive e-mails
4. Never reply to someone you do not know
5. Stay in public areas in chat rooms
6. Do not delete anything until it has been shown to the Dean of Students, Teacher, parents/guardian, or the Headmaster (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)

**Summit Christian Academy-Student/Parent IT Agreement**

**Please Print All Information**

Student's Full Name: \_\_\_\_\_  
Student's Grade: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_

**Acceptable Use Policy Agreement (Read Carefully)**

**I HAVE** read and understand all the terms of the Student/Parent IT Agreement. I AGREE to allow my child to use school computers and iPads.

**I HAVE** discussed the Student/Parent IT Agreement and Summit Christian Academy's Policies that include Technology Policy and Technology Usage Guidelines with my child and will ensure that he/she complies with all documented terms, including the acceptable and prohibited use provisions in the Agreement. I acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet usage, including those associated with adult sites, chat rooms, social networking sites, and other unauthorized Web sites.

**I AGREE** that neither Summit Christian Academy nor its employees shall be liable for any harm resulting from the aforesaid risks.

Parent/Guardian Signature: \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Hold Harmless Agreement**

This Hold Harmless Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

In consideration for being allowed to use school computers and iPads for the purpose of enhancing delivery of instruction through advanced technology, I (parent/guardian – please print) \_\_\_\_\_ hereby agree to waive and to indemnify, defend, and hold harmless Summit Christian Academy and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property described in this agreement, which causes bodily injury, illness, death or other damage to persons or property.

Parent/Guardian Signature: \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_