

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of CCS students and faculty, students may not, under any circumstances, create digital video recordings of CCS family members either on campus or at off-campus CCS events for online publication or distribution, or sexually inappropriate images of the same.
- Students may not use social media sites to publish disparaging or harassing remarks about CCS family members, including employees, students, and students' family members, employees of John Hagee Ministries, CCS or any other entity of John Hagee Ministries, or athletic or academic contest rivals.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school, including but not limited to:
 - Making disparaging remarks about the above stated
 - Using profanity or inappropriate language
 - Divulging confidential information about CCS or members of the CCS family.
- Students should not create a social media account on behalf of CCS or other entity of John Hagee Ministries without explicit written consent of CCS Administration.

Failure to abide by this Policy, as with other policies at CCS, may result in disciplinary action as described in the Student Handbook, or as determined by Secondary Administration.

RESPONSIBLE USE POLICY

Technology plays an important role in the academic process, and it is the goal of Cornerstone Christian Schools to effectively integrate its use into daily educational activities. In order to maximize the benefit provided by technology and minimize any potential risks, CCS has developed a comprehensive Responsible Use Policy (RUP). This document applies to all students of the School and defines what both acceptable and unacceptable behaviors are related to the use of computers, electronic devices, information systems, electronic wearables, and the Internet.

Before being allowed to use any technology at school, all parents (K4 - 12th) and all students (4th - 12th) must carefully read, sign, and agree to abide by all parts of the RUP. All CCS students and parents agree to the RUP during the admissions/re-enrollment process each year. For more information, please request a copy of the RUP from the office or visit the following website to view.

http://cst-tx.client.renweb.com/oa/client_files/cst-tx/uploads/ResponsibleUse_CCS_Student.pdf

STATEMENT ON BYOD

Cornerstone Christian Schools requires all secondary students to bring an internet connected device to school every day. Use of technology at CCS is an expectation and not a privilege. We expect our students to use technology responsibly and practice good digital citizenship. The following details the guidelines, policies, and procedures to be followed for the Bring Your Own Device (BYOD) program.

Device Minimum Specifications

Starting in 2018-2019 we are updating our school supply list to include an internet connected device. All Secondary students are required to bring a device every day. An approved device must:

- Connect to wireless internet
- Have a camera
- Have a microphone
- Have a keyboard for typing
- Be able to hold charge all school day

Device not considered acceptable for BYOD

- Wearables (Apple Watch, etc.)
- Kindle or other E-Readers
- Video Games Systems (Nintendo Switch, X-Box, PS4, etc.)
- Flip Phones

Additional information on finding an appropriate device can be found at: **<http://sites.google.com/ccwarriors.org/ccs11deviceprogram/minimum-specifications>**

General Guidelines & Policies for BYOD

Responsible Use:

- I will only use websites that are appropriate for children at my age level.
- I will not copy material and say that I wrote it myself.
- I know that inappropriate use of our school computers will break school rules and sometimes even break the law.
- Student devices are the sole responsibility of the student owner. CCS assumes no responsibility for devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on CCS property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will CCS staff diagnose, repair, or work on a student's device. The user should consult the manufacturer/vendor/carrier for support of their device
- Students work will depend greatly on having a device. Students who do not bring a device or are without one for an extended period of time will be affected academically.

Manners:

- I will not send mean or hurtful messages.
- I will use appropriate language at all times.
- I will never use another's thoughts or ideas and call them my own.

Online Safety:

- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only
- When I am on the Internet, I will never give out personal information about myself or anyone else (such as my name, address, town I live in, telephone number, parents' work address or work phone number, passwords, or even the name of my school).
- If I am ever upset by something I see on the Internet, I will tell an adult immediately.
- If I ever get an e-mail/ instant message that is mean or frightening, I will tell an adult immediately.

Respect

- I will not cause any damage to school computers.
- I will not change or delete files that belong to anyone else.
- I will not give my password to anyone else, nor will I use anyone else's password.
- I will only use e-mail for school-related communication.
- I will not send harassing or offensive e-mail messages or content.
- I will not send spam e-mail messages or content.
- I will not send or read e-mail at inappropriate times, such as during class instruction.
- I will not send e-mail to share test answers or promote cheating in any way. Using technology in any way to cheat is still considered cheating.
- I will not use the account of another person.
- I will not take video, audio, or photographs unless it is for an assignment or have the permission of a teacher/admin

An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

In the event that a user believes a personally owned or personally provided device that is authorized to connect to the organization's resources, systems, or networks might be infected with a virus, spyware infection, or other malware threat or might be somehow compromised, they must immediately notify the IT department in writing of the potential security risk.

If a user loses or misplaces a personally owned or personally provided device that is authorized to connect to the organization's resources, systems, or networks, they must immediately notify the office of the potential security risk.

Student Responsibilities**Students are responsible for:**

- Implementing virus and malware scanning on their electronic devices
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately
- Ensuring their electronic devices are charged prior to bringing them to school

- Keeping device with you or in a locker at all times
 - Do not loan your device
 - Do not leave in a car
 - Teachers will not store devices
- Bringing the device fully charged every day
- Bringing the device charger every day
- Only printing from school devices. Personal devices will not be permitted to print.
- Only using CCS wireless network - no 3g or 4g
- Keeping devices in silent mode unless directed by a teacher

Parent Responsibilities

Parents are responsible for:

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device;
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
- Identifying the electronic device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software;
- Procuring hazard or theft insurance for an electronic device;
- Encouraging their children to follow school policy and practice digital citizenship;
- Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections such as a 3G/4G cellular phone network.

Device Free Zones/Times

There are certain times and places on campus that will always be “device-free.” During these times and places students are not permitted to utilize any electronic devices, including phones. The following are the standing device-free times and places for the 2018-2019 school year:

- Hallways (Students needing to work should go to the library or the classroom they need tutoring in)
 - Before school
 - Echo Hour - unless otherwise directed by a teacher or admin
 - After School
- Lunch (enjoy time visiting w/friends)
- Cafeteria - except for designated device area
- Bathrooms
- Stairwells
- Locker Rooms

Technology Related Discipline

The use of technology at CCS is an expectation, not a privilege. All technology related discipline cases will be handled the same as others. Not all offenses resulting in discipline can be listed. Determination of offenses and their severity is at the discretion of the principal.

When in Doubt, Ask: Contact a school staff member right away and ask if you're unsure about a resource, network, app, or any related device use. We want you to benefit academically from the use of your device without damaging your device, or getting yourself in trouble. When in doubt, ask.

Classroom Procedures

When students enter the classroom teachers will post one of the following signs at the front of the classroom:

- **Devices Open-** Students should get out device and access the Google Classroom for instructions
- **Devices Closed -** Students should get out their device and leave it closed on the desk. Wait for instructions from teacher.
- **No Devices -** Students should leave their devices in their bags or under desk

During class teachers will use the following terminology when giving directions for how devices are to be used:

- **Devices Open -** Students should open devices and follow teachers instructions or actively working
- **Devices Closed -** Students should close device but leave them on their desks
- **No Devices/Devices Away -** Students should close their devices and put them under their desks/in their bags.

Loaner Devices

CCS maintains a small inventory of devices that any student may check out for the school day in the situation where their own device is damaged/stolen and is being repaired or replaced. CCS will not check out devices to students who have simply failed to bring or charge their device.

Before school starts for the day, a student should:

1. Visit the Warrior Genius Center In **SB307**
2. Provide proof that they are unable to bring a device to school
 - Ex. parent note regarding repair/replacement.
 - Note from teacher/admin - for a period at a time
 - Receipt or insurance claim for repairs.
 - Police report.
3. Students will be issued a loaner device for the school day and must return it before leaving that same day.
4. Devices that are not returned or damaged may result in fines or responsibility for the full value of the device.
5. Repairs and replacements of personal devices must be done in a timely manner (this is generally within 2 weeks).