

Heritage Christian School's Student Digital Use Policy

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1. Heritage Christian School serves parents to help develop their children both in academics and Christian discipleship. We realize that Digital Media Devices (DMDs) can be both friend and foe. The use of all DMD should honor the spirit of discipleship and holiness as referenced in our student handbooks and student community covenant. As such, we present the following policies to help our students grow in maturity and self-discipline. Student digital use is a privilege, not a right. Therefore, misuse may result in permanent restriction or loss.

1.1 To assist the student body in their use of Digital Media Devices (DMDs) in regards to:

- a. Maximizing the experience and ability for student education,
- b. Appropriate usage for entertainment, and
- c. Through regulation, ensure that DMDs are used effectively in education.

1.2 The following terms will be mentioned and are defined as:

- a. **DMDs** - Digital Media devices
- b. **Cellular Phones/Smart Devices/Tablets** - A smart device is an electronic device, generally connected to other devices or networks via different wireless protocols such as Bluetooth, NFC, WiFi, 3G, etc., that can operate (via an operating system) to some extent both interactively and autonomously.
- c. **Text/Messaging/SMS** - The term texting or messaging refers to using a DMD to send and receive written messages in a chatting style.
- d. **Laptops/Chromebooks/C.O.W.** (classroom **C**omputer **O**n **W**heels) - A portable personal computer (usually eight inches or larger in length) that is capable of mobile use.
- e. **Gaming Devices** - Any device which is directly or indirectly used for largely gaming purposes.
- f. **Breaks/Recess** - Includes pre-arranged five-to-twenty minutes between educational blocks and lunch time.
- g. **Field trips** - Includes any off-campus events, may include but not limited to, educational trips, school retreats, Global Citizenship Program.

1.3 Primarily under the three main categories as defined above they can be defined as, but are not limited to:

- a. Laptops/Chromebooks/C.O.W. - Laptops, desktops, and netbooks.
- b. Cellular Phones/Smart Devices/Tablets - iPods, iPads, android devices, Blackberries, and any other assorted cellular or other smart devices capable of maintaining an operating system.
- c. Gaming Devices - PSPs, PS Vitas, and Nintendo devices.

2. Laptops/Chromebooks/C.O.W.

2.1.1 Appropriate classroom use of laptops/chromebooks/C.O.W. should be classified as, but is not limited to:

- a. Engaging in collaborative programs (Google Drive, Dropbox, Skype, etc.) **when not undergoing instructional periods,**
- b. Use of calculators,
- c. Internet browsing for the purpose of research,
- d. Educational programs, including Moodle and Students Achieve,
- e. Music when instructional periods/discussion times have ended,
- f. Use of YouTube (other video streaming services) for educational purposes,
- g. Word processing and note taking,
- h. File management,
- i. Email

2.1.2 Inappropriate classroom usage of laptops/chromebooks/C.O.W. includes but is not limited to:

- a. Use of social media (FaceBook, Twitter, Pinterest, Instagram, etc.),
- b. Messaging programs,
- c. Internet browsing,
- d. Games,
- e. YouTube/Netflix and all video streaming services

2.2 During the pre-defined break times, personal use of laptops/chromebooks/C.O.W. is:

- a. Permitted for students in grades 8-12
- b. Not permitted for students in grades K-7 unless authorized by the teacher in the classroom
- c. Not permitted for lunch time use for students in grades K-7

2.3 During an off-campus or field trip event, all use of laptops/chromebooks/C.O.W. will be defined by the instructor/s accompanying said-event.

3. Cellular Phones/Smart Devices/Tablets

3.1 Cellular phones/smart devices/tablets are not permitted to be used in class unless otherwise stated by the teacher.

3.2.1 **If allowed by the teacher**, students must follow the appropriate classroom use of cellular phones/smart devices/tablets. These uses are classified as, but is not limited to:

- a. Texting/messaging when instructional periods/discussion times have ended using programs that include, but are not limited to: iMessage, FaceBook Messenger, BBM, SMS, texting applications, Skype, etc.,
- b. Use of calculators,
- c. Educational apps,
- d. Music when instructional periods/discussion times have ended,
- e. Calling when under emergency circumstances,
- f. Word processing/note taking, and
- g. Bible apps

3.2.2 Inappropriate classroom usage of cellular phones/smart devices/tablets includes but is not limited to:

- a. Use of social media applications (FaceBook, Twitter, Pinterest, Instagram, Snapchat, etc.)
- b. Games
- c. YouTube/Netflix and all video streaming services

3.3 During the pre-defined break times, personal use of cellular phones/smart devices/tablets is:

- a. Permitted for students in grades 8-12
- b. Not permitted for students in grades K-7 unless authorized by the teacher in the classroom
- c. Not permitted for lunch time use for students in grades K-7

3.4 During an off-campus or field trip event, all use of cellular phones/smart devices/tablets will be defined by the instructor/s accompanying said-event.

4. Gaming Devices

4.1 During all in-class periods, use of gaming devices are strictly prohibited.

4.2 During the pre-defined break times, personal use of gaming devices is:

- a. Permitted for students in grades 8-12
- b. Not permitted for students in grades K-7 unless authorized by the teacher in the classroom
- c. Not permitted for lunch time use for students in grades K-7

4.3 During all off-campus events, all use of gaming devices will be defined by the instructor/s accompanying said-event.

5. Teacher Clause

5.1 Heritage Christian School teachers reserve the right to amend or substitute these policies and their applications within their classrooms and/or areas of program supervision.

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