LUBBOCK CHRISTIAN SCHOOL
Elementary
Technology Policy
2026-2027

INTRODUCTION

Rationale
The Lubbock Christian School Board of Trustees, Administration, Faculty, and Staff desire to work with parents in reasonable and constructive ways regarding the implementation of policies. While we understand that a policy of this nature may inconvenience some families, we are fully united regarding the development and implementation of the policy for the well-being of our students. This policy has been developed for the purpose of protecting our students from the potential and numerous negative effects multimedia devices can have on their cognitive, social, emotional, and spiritual development. Our desire is to hold firmly to the core values of LCS (***devotion to God's word, led by the Spirit, shining lights, and commitment to excellence***), and to further enhance an excellent Christian learning environment for our students.

Overview
We are pleased to offer students and employees of Lubbock Christian School access to the Internet. We believe the Internet offers vast, diverse, and unique resources to both students and employees. It is the intent of Lubbock Christian School to make online resources available for students and staff to promote personal growth in information-gathering techniques, critical thinking skills, and communication skills. Expectations will be shared with student network users during instructional sessions.

These guidelines are provided here so you are aware of the responsibilities you are about to acquire. Internet access is given to students and employees who agree to act in a considerate and responsible manner. In general, this requires efficient, ethical, and legal utilization of network resources. **Access to the Internet is a privilege – not a right. Access entails responsibility. If a Lubbock Christian School user violates any of the following provisions, their account may be terminated, and future access could possibly be denied. Other disciplinary or legal action could result.**

Internet Access
The Lubbock Christian School Internet connection is the only system to be used at school. No commercial internet accounts may be used. LCS purchases services from an outside web filtering provider. This filter is designed so that objectionable materials are not easily available. While our intention is to make internet access available to further educational goals and objectives, sites accessible via the network/Internet may contain material that is illegal, defamatory, inaccurate, or controversial. Lubbock Christian School makes every effort to limit access to objectionable material; however, with global access to computers and people, a risk exists where a student might access material that is not of educational value in the school setting. Students and parents must be informed that inappropriate materials could be encountered during students' research. If such inappropriate material is inadvertently encountered, it will be immediately disengaged.

Monitoring
Use of a personal network account through the school's system is voluntary and constitutes a privilege provided by the school. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. By signing this Policy User Agreement, each authorized user acknowledges the possibility of such monitoring and consents to it. Professional employees overseeing student instructional use of the school's computer network or access to the Internet will be vigilant in determining that students are using the school's system only in compliance with this policy to enhance student safety and security.

This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in the suspension or cancellation of computer privileges. The school administration and system administrator will determine what inappropriate use is. The administration, faculty or staff may request that the system administrator deny specific user access. Any violations of the following guidelines in this regulation will result in loss of computer access, as well as other disciplinary or legal action that is in accordance with the applicable local, state, and federal laws.

Reporting Security Problem

If inappropriate material is discovered or a security problem on the network is identified, the user should immediately notify their teacher or supervisor. The issue should not be shared with others.

Disclaimer

The agreement applies to stand-alone computers as well as computers connected to the network/Internet. Lubbock Christian School will not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. Lubbock Christian School will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

MULTIMEDIA DEVICES

Proper Use

The use of personal multimedia devices is prohibited for all students while on the campus of Lubbock Christian School once supervision of the student is transferred to LCS. A multimedia device is a tool or piece of equipment that allows a user to experience one or more types of digital media. Common types of multimedia devices include air pods, smart phones, smart watches, iPads, and laptops. Except for those classes using laptops for instruction, elementary students are prohibited from being in possession of multimedia devices on school premises during school hours, unless they have a medical condition that requires the device (in such cases, a physician's note must be provided). "School hours" refers to the transfer of supervision—parent to school and school to parent. Students who bring a personal multimedia device to school must check it in the school office upon arrival to be picked up at the end of school day.

- The internet may be accessed for instructional purposes only when utilizing technology provided by the school and under the direct supervision of an LCS employee.
- Students must be logged in to the student access point at the school; they may not log into a phone hotspot.
- Downloaded, stored Internet data may be accessed for instructional purposes only when utilizing the technology provided by the school and under the direct supervision of a teacher.
- Personal phone calls during school hours may only be made in the office and with permission from the teacher/coach.

In case of a family emergency, student contact will be made through the office using the building intercom, classroom phones, or through LCS Faculty/Staff.

School Trips

Multimedia devices, including smart phones, will **NOT** be allowed on school trips.

After School Activities

Multimedia devices will not be encouraged nor monitored during after-school hours at public access events such as athletics, band, or other contests and activities when students are simply attending these events. When students are participating, they will be subject to the discretion of the teacher/coach/sponsor regarding the use of multimedia devices.

Consequences for Multimedia Device Violations

The following measures will be taken when this policy is violated:

- Personal devices will be confiscated and placed in the office.
- There will be a $25.00 fine, and the student may pick up the device no later than 4:30 p.m.
- The school will notify parents/guardians.

If violations occur beyond the fifth offense, administration may consider further suspension or expulsion. If a personal multimedia device is not retrieved after being confiscated by the school, the school will dispose of the device after providing notice required by law.

The system administrator may close an account at any time as required. The administration, faculty, and staff of Lubbock Christian School may request the system administrator to deny, revoke, or suspend specific user accounts. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions and understand(s) their significance.

INAPPROPRIATE USE

Inappropriate use includes but is not limited to those uses that violate the law, are specifically named as violations in this document, violate the rules of network etiquette, or hamper the integrity or security of any components that are connected to the network/Internet. Network users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The above actions are considered inappropriate use and are prohibited.

Social Media Accounts

Students and staff will be held accountable for any information they publish on the Internet that is publicly accessible or accessible to many people (e.g., Facebook or other social networking sites). Parents will be contacted in cases of inappropriate postings. Students will be required to remove such posts in the presence of LCS administrators, and detention, suspension, or expulsion could result.

During school hours, users are not to post notes to social media accounts (e.g., Snap Chat, TikTok, Facebook, Instagram, and Pinterest) nor use any such sites or apps unless deemed educational by a teacher or administrator. Internet users will not reveal addresses, phone numbers, or other personal information on the Internet.

Violations of Law

Transmission of any material in violation of U.S. or state law is prohibited. This includes but is not limited to the following: copyrighted material; threatening, harassing, or obscene material; or material protected by trade secrets. Any attempt to break the law using a Lubbock Christian School network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, Lubbock Christian School will fully comply with the authorities to provide any information necessary for the litigation process.

Users should realize that communications over the network are not guaranteed to be private. System administrators may review files, messages, or data to ensure that the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities. Users' computers will be inspected by system administrators if suspicious activity is suspected.

Modification of Computer

Modifying or changing settings and/or internal or external configurations without appropriate permission is prohibited. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, "hacking," or other disruption in the operation of the computer or network. Users shall be responsible for damages to equipment, systems, and software from deliberate acts. All costs incurred by LCS for repairs, and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.

Vandalism / Mischief
Any malicious attempt to harm or destroy school equipment or materials, data of another user of the school's system, or any of the agencies or other networks to which the school has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of school guidelines and, possibly, as criminal activity under applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and restitution for costs associated with system restoration, hardware, or software costs.

E-Mail Violations
Forgery of e-mail messages is prohibited. Reading, deleting, copying, or modifying the e-mails of other users without their permission is prohibited. Sending unsolicited junk mail, chain letters, political lobbying, transmitting obscene messages or pictures is prohibited.

Impersonation
Attempts to log on to the network/Internet impersonating a system administrator or Lubbock Christian School employee will result in revocation of the user's access to network/Internet. A student will not use a computer logged in under another student's name. Students are not to use a computer logged in under a teacher's name.

Commercial Use
Use for the purpose of product advertisement, commercial, income-generating or "for profit" activities is prohibited. Student users will in no way use the network for financial gain or carry out financial transactions of any kind (e.g., Craig's List, eBay, Amazon, banking, buying/selling securities, bill payments, or online businesses) while at school.

File/Data Violations
Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited. It will be considered a punishable offense.

Copyright Violations
Downloading or using copyrighted information without following approved Lubbock Christian School procedures is prohibited. Plagiarism will not be tolerated.

System Interference/Alteration
Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Consequences of Agreement Violation
Any attempt to violate the provisions of this agreement, regardless of the success or failure of the attempt, may result in revocation of the user's access to the network/Internet. In addition, school disciplinary action and/or appropriate legal action may be taken.

TECHNOLOGY USER AGREEMENT

"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things." Philippians 4:8

Expectations and Conditions:

- It is my responsibility to avoid abusive conduct which would include, but is not limited to, the altering of system software, placing unlawful information, computer viruses, or harmful programs on or through the system, in either public or private files or messages.
- I am accountable for the use of my password—I will not reveal my password to anyone, and I will not use the passwords of others.
- I will not use the school's computers to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, or abusive.
- I will not use the school's computers to harass, insult, bully, or attack others.
- I will only use LCS authorized software on the school's computer system.
- I will use all computer equipment for the purpose for which it is intended—I will not tamper with terminals, associated equipment, or otherwise disable the system.
- I will not change, copy, rename, read, delete, or otherwise access files or software that I did not create without permission to do so from IT support personnel or IT faculty.
- I will not use the school's computer for anything other than course-related work.
- I will not violate copyright laws or use the school's computers for commercial purposes.
- I will comply with the Privacy Act of 1974.
- If I identify a security problem on the school's computer system, I will immediately notify the campus administrator.

Network/Internet Policy:

I will comply with the LCS rules of network/internet conduct and etiquette. These include, but are not limited to the following:

- I will be polite and not send abusive messages.
- I will use only appropriate language.
- I will not engage in illegal activities of any kind.
- I will not reveal my personal information or the personal information of others.
- I will only use the network account assigned to me.
- I will use the network in such a way that I will not disrupt the use of others on the network.
- I will not connect external storages devices (e.g., USB drives, cell phones, external hard drives, and tablets) to school computers.

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USER AGREEMENT

Please sign and return this form to the office to indicate you have read the LCS Technology Policy and agree to adhere to its requirements.

"I have read the Technology Policy of Lubbock Christian School and agree to abide by its principles and expectations. I hereby give assurance that my child will comply with this policy.

_____
Please print name of Student

_____ _____
Signature of Student (1st-5th grade only) Date

_____
Please print name of Parent/Guardian

_____ _____
Signature of Parent/Guardian Date