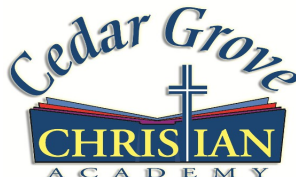


**Preschool, Lower School,
Middle School**

Website: www.cgca.org

Principal: Jeffrey Howard

215-725-3383 - school



**The Mission of Cedar Grove
Academy is to give a quality
Christian Education emphasizing
traditional Biblical value.**

6445 Bingham St.

Philadelphia, Pa. 19111

Technology Acceptable Use Policy

Student use of technology must be in accord with the mission and philosophy of Cedar Grove Christian Academy. This philosophy is in line with and derived from our belief in the Bible and our foundational principles that are based on the Word of God (II Timothy 3:15-17). School employees will take reasonable steps to ensure that student use of technology and information access through technology (such as the internet) is consistent with this mission. However, ultimate responsibility for their action rests solely with the student. The student must adhere to the Acceptable Use Policy (AUP) as described below. Violation of AUP will result in the loss of privileges and disciplinary action under our school's discipline code.

Technology as described in this document refers to, but is not limited to, both personal and school owned laptop and desktop computers, SMART Boards, smart phones and cell phones, iPads and tablet PC's, e-readers such as the Kindle, Kindle Fire, and Nook, as well as the iPod, iPod Touch and similar mp3 players, digital cameras and video recorders.
CGCA's Technology AUP:

General Guidelines

- All usage is not to violate existing copyright laws.
- All CGCA technology equipment resides within the United States. CGCA users are bound by U.S. laws concerning peer-to-peer file sharing networks.
- Any violation of this AUP is to be reported to CGCA administration.
- Installation of software of any kind on CGCA clients or servers without express written permission from the department supervisor is strictly prohibited.
- Illegal Activity* is strictly prohibited.
- Inappropriate content* is strictly prohibited.
- Violating the rules, regulations, policies, or terms of any network, server, computer database, or web site will be considered a violation of these policies.
- Removing CGCA technology without the express written permission from the department supervisor is strictly prohibited.
- Use of technology equipment owned by the school must be normal and ordinary.

Illegal Activity

Posting, storing, transmitting or disseminating information, data or material which is libelous, obscene, unlawful, threatening, defamatory, or which infringes the intellectual property rights of any person or entity, or which in any way constitutes a criminal offense, gives rise to civil liability, or otherwise violate any local, state, federal or international law, order or regulation.

Terms of Use

1. All phones brought into school by students in grades 1-4 must be stored in a secure location in our school office for the entire school day. All published cell phone guidelines at CGCA must be followed.
2. CGCA is not liable for personally owned technology that is lost, stolen or damaged. CGCA will not reimburse for lost or stolen technology. Nor will CGCA be able to fix or troubleshoot damaged technology. Technology that is brought into CGCA is solely the responsibility of the student and his/her parents.
3. Texting as well as using apps such as Snapchat and Instagram are prohibited unless it is for academic purposes and is approved by the department supervisor.
4. Students who bring in computer media (USB drives, or any other media containing a file) from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer, he or she must immediately stop whatever he or she is doing and inform the supervising teacher.
5. Students will respect the laws of the United States of America concerning copyrighted material.
6. Access to any social network or social website of any kind, such as Facebook, Instagram and Snapchat, etc. is prohibited unless it is an academic social network and access is approved by the department supervisor and purposed for academic pursuits.
7. Students will be safety-conscious while online and will not reveal their address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's name, address or telephone number. Students will not transmit or use pictures of others without their consent.
8. Cyberbullying - disrespecting, mocking, gossiping, or speaking rudely or inappropriately about another person (student, teacher, friend or adult) online-is prohibited. Sexting is prohibited. Students will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of controlled substances, alcohol or tobacco.
9. Students will reimburse the school for any damage to computers, laptops, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.
10. Students may not go online via the school internet or their own wireless data plan without the consent of a teacher. Students may not go online at CGCA for personal reasons. School use of technology must be for academic reasons no matter if the wireless connection is school provided or personally provided through a family data plan. Student use of e-mail is restricted to faculty/staff consent at all times. Any unauthorized use of personal e-mail, through CGCA's network, or through a personal data plan, will result in disciplinary action.
11. Students will not use another student's technology, computer account or password. Students will not allow another student to use his/her technology, computer account or password under any circumstances. Students will not impersonate another's identity.
12. Students will respect the privacy of others. Deletion or tampering with files not created or owned by the student is prohibited, unless the supervising teacher directs such deletion.
13. Computers and networked games, including role playing and fantasy games, are prohibited unless ordained and mandated by the classroom teacher and then only when it is sanctioned by the administration.
14. Students will not change computer settings, download programs from the internet or install programs on any school computer. They will not take apart or remove any computer or any other piece of technology.
15. Students may not take pictures or video of any student, teacher, staff member or CGCA guest

without the individual's consent and without an academic reason or pursuit. They will not partake in video/audio-streaming of any kind without specific permission from the technology support coordinator.

16. Students may not utilize any piece of technology in CGCA's bathrooms.
17. Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Technology AUP, parents and students will be notified.
18. The administration have the authority to override a supervising teacher if network integrity and/or student cyber-safety could be impaired or compromised by any action. Any violation of the Technology AUP will be taken quite seriously and may result in a suspension and or expulsion depending upon the particular violation.
19. The AUP is to be adhered to by all students and supported by members of students' families while participating in any and all school related functions whether on school property or away from campus.