Vision

Royals1:1 is a technological initiative integrating school issued devices into our current high school curriculum. TFCA has six learning goals for the **Royals1:1 initiative: Ethics, Adaptability, Collaboration, Innovation, Creativity, and Productivity.** TFCA is committed to integrating these goals into our biblically centered curriculum, providing a world class, 21st century Christian education.

Adaptability

Adaptability has always been an essential skill; however, with the pace of change in our world, it could be argued that becoming adaptable has increased in value. Technology changes rapidly and new technological solutions and products are introduced at a staggering pace. It is impossible to train every individual on every new program; however, TFCA believes that the Royals1:1 initiative will foster the development of adaptable students as they learn to integrate technology into their daily educational routines, culminating in students that are equipped to engage the technological tsunami of our day.

Collaboration

Traditional schools isolate learners, forcing them to forge ahead individually, ignoring the importance and prevalence of collaboration in the "real" world. The Royals1:1 initiative will encourage students to connect to each other and to students around the nation and the world. Many suggest the world is becoming "flatter" and TFCA is prepared to teach students, through the implementation of technology, how to engage, interact, and preach The Gospel of Jesus Christ to the world.

Innovation

Change is constant and rapid. The 21st century student is entering a technological world where the problem of tomorrow has yet to be found. Therefore, students need to be taught to innovate new solutions to new problems. Whether the problem is data storage or which device is the proper device, students will be facing a myriad of decisions in the future. Royals1:1 will encourage students to engage problems, technological or otherwise, challenging students to find innovative solutions.

Creativity

Creativity is similar to innovation in that new solutions are sought; however, creativity extends innovation by encouraging divergent thinking. Attacking problems in a traditional manner often produces traditional solutions. Royals1:1 will encourage students to think creatively, encouraging divergent thinking. When students are innovative and creative, they will be primed to engage the technological world.

Productivity

Whenever we work, we produce. All of us seek to become more efficient and often employ technology to assist us in becoming more productive. While technology has the ability to increase productivity, simply acquiring more technological tools does not deliver increased productivity. We need to be taught to be productive, especially when the means to productivity is technological. Royals1:1 will integrate productivity strategies into the current curriculum, encouraging students to develop skills that will increase their productivity.

Ethics

Each of the above goals is essential in a 21st century education; however, isolated from sound biblical teaching, these skills are futile. While the pace of technological change seems to be accelerating exponentially, our God is the same yesterday, today, and forever (Hebrews 13:8). The Gospel is as powerful and essential today as it was before the Internet. Royals1:1 will encourage students to think about leveraging technology for the Kingdom and will produce students that are adaptable, collaborative, innovative, creative, and productive for God's glory.

Student/Parent Device Agreement

<u>Overview Introduction:</u>

The Frankfort Christian Academy is committed to preparing students to be literate, responsible citizens in a global economy. The Royals 1:1 Project will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. Understanding and adhering to the following guidelines and procedures is necessary for the success of the program.

<u>Terms of Device Loan:</u>

Parent/Guardian(s) will be informed of the date and time of a mandatory orientation meeting. The program and Student/Parent Device agreement will be explained. The parent/guardian(s) and student must sign the agreement in order for the student to be issued a school device.

A. Terms of Loan

1. The Frankfort Christian Academy will issue a device to elementary, middle and high school students upon compliance with the following:

  • Completion of Student Orientation Training Session (Beginning of Year)

  • Submission of signed Student/Parent Device Agreement

  • Payment of $100 non-refundable fee [This does not constitute insurance or replacement value.] Elementary does not do this as devices remain at school.

Legal title to the issued devices are with The Frankfort Christian Academy. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following school policies:

  • Acceptable Use Policy (AUP)

  • Other Guidelines as outlined in the Student/Parent Handbook.

2. Students may be subject to loss of privilege, disciplinary action, legal action and/or financially responsible for the full replacement value of the device in the event of damage and/or violation of policies and guidelines as outlined in the Student/Parent Device Agreement as well as The Frankfort Christian Academy AUP and Student/Parent Handbook.

3. A student's possession of the device terminates no later than the last day of final exams, unless there is a reason for earlier termination determined by the principal.

B. Damage, Loss, or Theft

The student or parent/guardian is required to immediately notify a school administrator and potentially file a police report in all cases of stolen or lost devices. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Replacement costs of lost, broken, or stolen devices will be handled on a case by case basis.

C. Repossession

The Frankfort Christian Academy reserves the right to repossess the devices at any time if the student does not fully comply with all terms of this agreement.

D. Appropriation

Failure to return devices in a timely manner and/or the continued use of it for non-related school purposes will be referred to law enforcement and until paid for, will result in a hold on the student's account.

E. Modification to the Program

The Frankfort Christian Academy reserves the right to modify the project or its terms at any time.

F. General Care of the Device

1. Never attempt to repair or reconfigure the device. Under no circumstances are you to attempt to open or tamper with the internal components of the school issued devices.

2. Student devices in need of repair must be reported to the school technology office. Technical support is generally available only during school hours.

3. Technical support will determine whether the device can be repaired.

4. An additional $100.00 fee is required for all replacement claims.

5. Suggested guidelines to follow:

> • Dimming the brightness of your screen will extend the battery run time.
>
> • Do not write, draw, paint, place stickers/labels, etc. on your school issued device. They are the property of The Frankfort Christian Academy.
>
> • Never put weight or stack anything on top of your device. Do not toss it into your backpack with other books, etc.
>
> • Liquids, food and other debris can damage the device. Keeping food or wrappers or liquids near your device or in your book bag with your device is a very bad idea.
>
> • Take care when inserting cords, cables and other removable storage devices to avoid damage to the ports. Don't pull your charger from your device or the wall.
>
> • Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage. If your device has been in a very cold environment for a long period of time, let it warm up before using it.
>
> • Don't leave your device in a vehicle or laying around where you don't have direct visual connection.
>
> • Keep your device secured in the provided case.
>
> • When removing cords from the wall and the device, do not yank the cord.

G. Cleaning Your Device

Routine maintenance on devices will be done by The Frankfort Christian Academy technology support team.

Students are encouraged to perform simple cleaning procedures as outlined below:

> • Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or device.

• Wash hands frequently when using the device to avoid build-up on the screens and keys.

H. General Security

1. Never leave your device unsecured. It should be locked in a designated storage facility or a locked locker.

2. During after-school activities, you are still expected to maintain the security of your device. Unsupervised devices will be confiscated by staff and disciplinary actions may be taken.

3. Each device has several identifying labels. (i.e. The Frankfort Christian Academy asset number, serial number and student name). Under no circumstances are you to modify, remove or destroy these labels.

I. General Use of the Device

1. Students are REQUIRED to bring their device to school each day, with a fully charged battery. Students will not be given the use of a loaner device if they leave their device at home nor will they be permitted to charge their device at school. Students leaving their device at home will be required to complete assignments using alternate means (as determined by the teacher).

2. Students will receive disciplinary referrals from their teacher for repeatedly refusing to bring their device to class.

3. An otherwise functional device with a dead battery is not an excuse for late or missing work.

4. Device sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. No earphones unless allowed by the teacher.

5. Do not delete any folders or files that you did not create or that you do to not recognize. Deletion of files could result in device failure and will interfere with your ability to complete class work. Taking this action may result in your device being re-imaged.

6. A lost document is not an excuse for late or missing work.

7. Student devices will be subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using TFCA electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or The Frankfort Christian Academy administration may conduct an individual search of a student's computer, files, music, video, email or other related items if there is suspicion that The Frankfort Christian Academy policies or guidelines have been violated.

8. Conserve resources by using print preview and obtain teacher permission before printing.

9. Avoid using your device in areas which may lead to damage or theft. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.

10. Remember:

    • Keep personal information about yourself or others off your device.

    • Keep all passwords to yourself.

    • You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.

    • Do NOT loan your device to anyone.

    • Notify a teacher immediately if you suspect problems with your device, including breach of security.

• To prevent loss or damage to your device, NEVER leave it unattended.

• Follow all rules so you will not lose privileges.

J. Printing

Students may use printers with permission. However, printing will be limited to only those things needed directly for instruction. This does not include printing assignments for a class. Students are expected to print assignments prior to the school day, by their own means.

K. End of Year Collection Procedure

1. Return the equipment no later than the last final exam day at the end of the school year as designated on The Frankfort Christian Academy year calendar or upon leaving the school.

2. "Equipment" consists of any school issued devices, power cable, charger, cases, etc.

L. Parent Expectations

In order for students to experience all the success and benefits that this program can offer, The

Frankfort Christian Academy encourages parents to:

• Share in their child's excitement about this great opportunity for learning.

• Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.

• Monitor their child's appropriate Internet use and adherence to Internet guidelines when using any device. Parents should ensure that their child adheres to Internet guidelines established at home and at school.

• Help fill out required paperwork in the event that the device requires repair or is lost or stolen and report it no later than the next school day.

• Ensure that only the student will use school issued devices for school-related purposes.

M. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

2. Students will abide by all email guidelines as outlined in The Frankfort Christian Academy policies.

N. Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school technology and devices. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. The Frankfort Christian Academy will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

2. The Frankfort Christian Academy will not provide internet access for home use.

O. Student Login Procedures:

1. School Use: Each student will be assigned a username and password. Students are responsible for backing up data that is important to them.

2. Home Use: Use of the school issued devices away from The Frankfort Christian Academy network will only differ in that a connection to the school's server will not be available. To backup important data while away from school, students will need to log into their Office 365 accounts (http://mail.mytfca.org) to backup important data.

3. DO NOT share usernames and passwords! Students are responsible for anything done using their device or their login.

P. Privacy and Safety

Personal information such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

Q. Technology Policy

It is the policy of The Frankfort Christian Academy to mandate and expect that technology, including the internet system be used in a responsible manner. The Frankfort Christian Academy has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including email and internet communications should conform to the school's acceptable use policies. Those who do not comply with the standards of behavior outlined in the Acceptable Use Policy (AUP), Student/Parent Device Agreement and/or Parent/Student Handbook may lose their privileges to use the system and/or be subject to disciplinary action, as outlined in the TFCA Discipline Matrix, that may result in the loss of network privileges and/or additional disciplinary action up to and including referral for legal action.

Students shall have no expectation of privacy when using The Frankfort Christian Academy email or computer systems. Email messages shall be used only for approved educational purposes.

Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in school computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer.

Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action as outlined in the TFCA Discipline Matrix.

R. Technology Usage Guidelines

In school, student access to, and use of, the Internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable.

In school, email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.

All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

> 1. Do not use abusive, vulgar, profane, lewd or inflammatory language in email messages.

2. Make your messages short and to the point. Do not tie up the network by downloading large files, pictures, or podcasts.

3. Do not reveal your personal address, phone numbers, social security number or any other personal information.

4. Do not vandalize computers, network devices, or alter software.

5. Do not deliberately spread computer viruses.

6. Do not intentionally search for, view, and/or distribute inappropriate materials.

7. In compliance with federal guidelines, The Frankfort Christian Academy has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action.

8. Comments that are sexually suggestive, humiliating, or threatening are not allowed.

9. Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.

10. While the school respects the right of employees and students to use social networking sites (i.e. Twitter, Facebook) to communicate with others, any postings referencing The Frankfort Christian Academy shall always be professional and respectful of the school, The Frankfort Christian Academy employees, parents, and students.

Any take-home technology (i.e. device) shall be used in the same manner as if it were at school.

ALL HS student cellphones should be in lockers during the school day. All HS students will abide by the device policy for school issued device. Repeated violations of this policy may result in a loss of the school issued devices and the student/parent will be responsible to provide required textbooks that were being used as e-books on the device.

Examples of Inappropriate & Unacceptable Use

• Deleting any folders or files you did not create or that you do not recognize

• Sharing login/password with another person

• Logging on to another person's computer without his/her permission

• Using devices not assigned to you (Teachers may allow students to look on with another student for instructional purposes only.)

• Removing labels and identifying stickers on the device

• Inappropriate communication to the faculty or staff

• Threats and/or cyber bullying of any kind

• Using a device to plan a fight, cause harm or commit a crime

• Logging into an device/application using a stolen login

• Possession of inappropriate files

• Pornography can be a felony offense and if so will be turned over to authorities

• Manufacturing – using a camera to create inappropriate pictures/movies

• Distributing – sending/sharing inappropriate files with other individuals

• Images of weapons

• Gang related files

• Bootleg movies or music

• Intentional actions which are harmful or potentially harmful to the device, charger, and cord.

• Habitual and intentional disregard for the device

• Attempting to bypass web filtering

- Videoing or taping on school property (not permitted unless it is related to a school assignment)

- Emailing or chatting during class when not related to a school assignment

- Using profanity

- Gaming

- Cheating

Consequences in the TFCA Discipline Matrix include but are not limited to:

- School suspension

- Repeated violations of the Royals 1:1 policy may result in a loss of the school issued device and the student/parent will be responsible to provide required textbooks that were being used as e-books on the school issued devices.

● Loss of technology privileges up to a semester

- After school detention, Saturday school, school suspension, disciplinary probation, dismissal and being reported to the authorities.

● Violations of the Acceptable Use Policy and Royals 1:1 Policy may be subject to consequences as given in the TFCA Discipline Matrix

Frequently Asked Questions

Q: Will parents need to pay for the devices?
A: TFCA is partnering with parents to provide students with mobile devices. Parents pay $100.00 to help defray the cost of school purchased devices. No insurance is implied by this fee.

Q: Will my student's backpack become lighter?
A: Not exactly. While we are committed to reducing the amount of paper used in school, the reality is digital textbooks are not as prevalent as we would like. Currently, TFCA will provide digital textbooks in science and language arts.

Q: Will graduating students keep their device?
A: Graduating students may purchase their school issued devices for an additional $100.00 fee.

Q: Will the Internet be filtered while students are on campus?
A: Yes, the Internet content is filtered on TFCA's campus; however, off campus parents must monitor the wireless networks students' access. This includes accessing the Internet at home. Furthermore, parents are encouraged to observe proper Internet practices at home such as keeping all devices and computers in a public place, monitoring Internet habits, etc.

Q: How will we monitor instructional effectiveness?
A: Over a period of several years, we will collect survey and other data from teachers and students, focused on the impact of iPads and other technology devices on learning behaviors and student achievement. Also, we will continue to carefully monitor student achievement data to assess the potential effects of devices and technology integration.

Q: When will my child receive his or her device? What forms are required for pickup?
A: 10th, 11th, and 12th grade students may pick up laptops on Back to School Night. Remaining students will be distributed laptops in the first week of school. In order to receive the device, each student must have the following three items on the first day of school:
   1. Signed TFCA Acceptable Use Policy
   2. Signed Parent/Student Device Agreement Policy
   3. Participate in Orientation (Freshmen Year)

Q: Does this mean my son or daughter doesn't need to use our home computer?
A: No. Your child may still need to use a computer in conjunction with the device.

Q: Do I need to have Wi-Fi at home for the device to work?

A: No- but it helps. Wi-Fi is necessary to access Office 365.

Q: What if my student already owns their own device?
A: High school students may only use the school issued device and will no longer participate in TFCA's Bring Your Own Device policy. Therefore all personal devices, **including phones**, must remain locked in student lockers.