

**Technology Use Policy**

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**Approved: February 2017**  
**Revised: June 2018**  
**Revised: November 2020**  
**Revised: January 2024**  
**Revised: September 2024**

**Rationale**

White Rock Christian Academy’s purpose statement includes ‘cultivating citizens of Godly character’ which we believe includes acting appropriately, whether they are in the academic, co-curricular or service fields of our school. Furthermore, our school promotes responsibility among our students through the development of character qualities including self-control and using our time wisely with constructive activities. Therefore, encouraging students to pass the test of Philippians 4:8 is integral to our school: ‘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.’

The use of technology also requires us to ensure students act appropriately and responsibly in developing Godly character. Personal digital devices allow students to text, interact on social networking sites, and check their e-mails. This is extremely distracting for not only the student (because they are obviously not paying attention) but can also become distracting for other students around them. This has also impacted appropriate social interaction at school. We also recognize that we have little control over content accessed by personal digital devices, and therefore, we believe it is important to control the possibility of students accessing inappropriate material at school.

Appropriate use of technology at school offers enhanced learning opportunities. However, some worldwide resources available on the Internet are not of educational value in a school setting. The Technology Use Policy serves to protect the interests of the school and its technology resource users.

<b>Policy Statements</b>	<b>Regulations</b>
1. Digital Literacy will be taught at WRCA as part of the BC Curriculum.	1.1 The Ministry of Education defines digital literacy as “the interest, attitude and ability of individuals to appropriately use digital technology and communication tools to access, manage, integrate, analyze and evaluate information, construct new knowledge, create and communicate with others”.  1.2 Part of Digital Literacy is Digital Citizenship. This is defined as students understanding human, cultural

	<p>and societal issues related to technology and practicing legal and ethical behavior.</p>
<p>2. Student use of personal digital devices is prohibited at school during school hours and during school related activities.</p>	<p>2.1 Personal digital devices are any device that can be used to communicate or to access the internet. Additional examples of personal digital devices are smart watches, gaming devices and electronic toys.</p> <p>2.2 The school's network filters only apply to the school provided wifi networks.</p> <p>2.3 WRCA reserves the right to collect and examine any personal digital device that is suspected of causing technology problems or was the source of an attack or virus infection.</p> <p>2.4 WRCA has the right to conduct searches on personal digital devices when there is reasonable suspicion that the device was used for unsafe activities.</p> <p>2.5 During school hours is defined as the time of which the first class starts until the end of the last class of the day.</p> <p>2.6 Students may store the personal digital devices in their locker or backpack but are not allowed to bring the device out during the school day including recess, between classes and at lunchtime.</p> <p>2.7 Personal digital devices will be confiscated if seen or heard at school during school hours.</p> <p>2.8 Confiscated personal digital devices will be brought to the principal's office and stored in a secure place.</p> <p>2.9 Confiscated personal digital devices will only be relinquished to parents/guardians of the student who owns the device.</p> <p>2.10 School related activities include the entire duration of school trips, MSL trips, music, athletics or other school events, unless explicitly stated.</p> <p>2.11 Students may be granted the use of personal digital devices as part of their support plans and Individualized Education Plans via Education Support Services.</p> <p>2.12 Students may be granted the use of personal digital devices to support medical necessities.</p> <p>2.13 The Head of School, in conjunction with the School Principal and/or Education Support Services Coordinator,</p>

	<p>will make the final decision regarding exemptions to this policy.</p> <p>2.11 G10-12 Students will be permitted to bring personal digital devices on overnight school trips (excluding Student Spiritual Retreats) with the following additional expectations:</p> <ul style="list-style-type: none"> <li>• Supervising staff (i.e. coaches, chaperones) will provide a personal digital devices plan to their administrator for approval in advance of the trip. The personal digital devices plan will include expected times students will be permitted to use their devices.</li> <li>• Students will register their intent to bring a personal digital device on the trip in advance of the trip.</li> <li>• Supervising staff will collect all student personal digital devices at night.</li> <li>• Parents will sign a waiver stating that supervising staff is not responsible for any lost or stolen personal digital devices.</li> <li>• Students will not post trip pictures to social media while on the school trip.</li> <li>• If students are in violation of any of these additional expectations during the school trip, their personal digital devices will be confiscated and returned the day after they return from the trip.</li> <li>• The Administrator may grant special permission for students younger than G10 to have phones when they are on a trip that includes G10 -12 students.</li> </ul> <p>2.12 Social Media posts will comply with the Social Media Policy (to be developed)</p> <p>2.13 Parents/guardians will be given a copy of the Technology Use Policy to review with their child at that time.</p>
<p>3. Appropriate technological devices will be permitted and/or provided at school for educational purposes.</p>	<p>3.1 Students in G6-12 are expected to provide their own appropriate technological device (e.g. laptop)</p> <p>3.2 Appropriate use of a permitted technological device at school is for educational purposes only (research, word processing, presentations and fulfilling</p>

	<p>classroom expectations).</p> <p>3.3 Staff will ensure that expectations for the use of technology to support learning outcomes also supports equity.</p> <p>3.4 Students using an appropriate technological device inappropriately will have that device confiscated.</p> <p>3.4 Confiscated technological devices will be brought to the principal's office and stored in a secure place.</p> <p>3.5 Confiscated technological devices will only be relinquished to the parent/guardian of the student who owns the device.</p> <p>3.6 WRCA reserves the right to collect and examine any technological device that is suspected of causing technology problems or was the source of an attack or virus infection.</p> <p>3.7 WRCA has the right to conduct searches on technological devices when there is a reasonable suspicion that the device was used for unsafe activities.</p> <p>3.8 The school will provide a list of minimum requirements for a technological device needed as part of their regular school supplies.</p> <p>3.9 Students and parents are expected to support this policy by reading, agreeing, and signing the WRCA Acceptable Use of Technology form (to be developed).</p>
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The school leadership team through consultation with the school staff developed this policy, and it was approved by the WRCA Board of Directors. It will be communicated to the school community and made available on the school website. The leadership team will review the policy and the WRCA Board of Directors will approve suggested revisions every year.

