

Waolani Judd Nazarene School



Where faith and learning reflect the character of Christ.

Technology Policy Handbook

2026—2027 School Year

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Table of Contents

Our Foundation.....1

Purpose and Scope..... 1

 Purpose..... 1

 Scope..... 2

Our Expectations.....3

 Student Responsibilities..... 3

 Digital Citizenship..... 3

 Artificial Intelligence (AI)..... 5

Technology Resources & Protection.....6

 School Technology Resources..... 6

 Monitoring and Privacy..... 7

 Protection of Student Information..... 8

 Network Security..... 8

 Device Care..... 9

Partnership & Accountability..... 10

 Parent/Guardian Responsibilities..... 10

 Violations and Consequences..... 11

 Our Shared Commitment..... 12

Parent & Student Acknowledgment.....12

Waolani Judd Nazarene School Technology Policy Handbook

Our Foundation

At Waolani Judd Nazarene School, we are committed to creating a learning environment where faith and learning reflect the character of Christ. We believe that technology is a gift from God that should be used wisely, responsibly, and with integrity. Technology has become an integral part of how students learn, communicate, create, collaborate, and prepare for the future. Like every area of education, technology provides opportunities not only to develop knowledge and skills, but also to cultivate wisdom, discernment, and Christ-like character.

Our commitment to developing Christ-like character extends beyond the classroom and into every digital interaction. Whether students are using school-issued devices, online learning platforms, artificial intelligence, or other technology resources, they are encouraged to honor God through honesty, respect, responsibility, kindness, stewardship, and academic integrity.

This policy reflects our commitment to preparing students to become thoughtful, ethical, and responsible digital citizens. More than a collection of rules, this policy represents a partnership between WJNS, students, and parents/guardians to ensure that technology is used in ways that support learning, protect our community, and glorify God. Our prayer is that every student will learn to use technology with wisdom and discernment while growing in character, faith, and a lifelong commitment to honoring Christ in all they do.

This handbook establishes WJNS's expectations, responsibilities, and shared commitments for the safe, responsible, and Christ-centered use of technology.

Purpose and Scope

Purpose

Technology is an essential part of teaching and learning at Waolani Judd Nazarene School (WJNS). When used responsibly, technology enhances instruction, encourages

creativity and collaboration, develops critical thinking skills, and prepares students to become confident, ethical, and responsible digital citizens.

As a Christ-centered school, WJNS believes that technology is a gift that should be used wisely and with integrity. Students are expected to honor God in all of their digital interactions by demonstrating honesty, integrity, respect, kindness, responsibility, and good stewardship of the technology resources entrusted to them.

The purpose of this policy is to establish clear expectations for the responsible use of school technology resources; promote a safe, secure, and Christ-centered digital learning environment; protect the integrity of the school's technology systems; and foster a partnership between WJNS, students, and parents/guardians in supporting responsible technology use.

Scope

This policy applies to all students who are issued or authorized to use WJNS technology resources, including but not limited to:

- School-issued Chromebooks, iPads, and other electronic devices;
- Student Google Workspace for Education accounts and other school-managed accounts;
- The WJNS wired and wireless networks;
- School-approved educational software, applications, and online learning platforms;
- School email, cloud storage, and digital collaboration tools; and
- Any future technology resources provided or managed by WJNS.

This policy applies whenever students use WJNS technology resources, whether on campus, during school-sponsored activities, or at any off-campus location where school-issued devices or accounts are being used.

All students and parents/guardians are expected to read, understand, and comply with this policy as a condition of receiving and using school technology resources.

Our Expectations

Student Responsibilities

Students who are provided access to WJNS technology resources are expected to use them responsibly, respectfully, and in a manner that reflects the mission and values of Waolani Judd Nazarene School. Technology is provided to support learning, collaboration, creativity, communication, and responsible digital citizenship. With these opportunities comes the responsibility to exercise good judgment and demonstrate Christ-like character both online and offline.

Students are expected to:

- Use school technology for educational purposes and teacher-directed learning.
- Demonstrate honesty, integrity, and academic responsibility in all digital work and communications.
- Treat all school-issued devices and technology resources with care and respect.
- Protect their usernames, passwords, and school account information.
- Respect the privacy, dignity, and rights of others in all digital communications.
- Follow teacher directions regarding the appropriate use of technology during class.
- Immediately report damaged devices, lost devices, suspected security concerns, or inappropriate online content to a teacher, the Technology Coordinator, or school administration.
- Comply with all expectations outlined in this policy whenever using school-issued devices, school accounts, or the WJNS network.

Digital Citizenship

At Waolani Judd Nazarene School, digital citizenship extends beyond the responsible use of technology. It reflects our commitment to honoring God through our words, actions, and interactions in both physical and digital environments. Students are expected to demonstrate the same Christ-like character—marked by honesty, integrity, kindness, respect, responsibility, and stewardship—online as they are expected to demonstrate in the classroom, at home, and within the community.

As members of the WJNS community, students are expected to:

- Communicate respectfully, kindly, and truthfully in all digital interactions.
- Demonstrate honesty and academic integrity by completing their own work,

giving proper credit to the ideas and work of others, and using information ethically and responsibly.

- Respect the privacy, dignity, and intellectual property of others.
- Think critically about information found online and use trusted, reliable, and age-appropriate sources for learning and research.
- Use technology to encourage collaboration, creativity, problem-solving, and lifelong learning.
- Report cyberbullying, inappropriate content, security concerns, or unsafe online behavior to a teacher, the Technology Coordinator, or school administration.
- Recognize that digital actions have lasting consequences and take responsibility for their online behavior.
- Represent themselves, their families, and Waolani Judd Nazarene School in a manner that reflects Christian values both on and off campus.

Digital citizenship is an essential life skill. WJNS is committed to partnering with parents and guardians to help students develop the knowledge, wisdom, judgment, and Christ-like character necessary to use technology safely, responsibly, ethically, and in ways that honor God and serve others.

Responsible Use of Technology

Technology resources at Waolani Judd Nazarene School are provided to support teaching, learning, communication, collaboration, creativity, and academic growth. Students are expected to use all school-issued devices, accounts, networks, and technology resources responsibly, ethically, safely, and in accordance with this policy. Responsible use helps protect students, preserves school resources, and promotes a safe and productive learning environment for everyone.

Students are expected to:

- Use school-issued technology, accounts, approved applications, and Internet access for educational purposes and teacher-directed learning.
- Follow teacher and staff directions regarding the appropriate use of technology during instructional and non-instructional times, including school-sponsored activities on and off campus.
- Access only school-approved websites, applications, and online resources unless otherwise authorized by a teacher.
- Use school-issued accounts and devices only as assigned and never share usernames, passwords, or account access with others.
- Respect the security of the school's network by not attempting to bypass Internet filters, security settings, monitoring systems, or other technology safeguards.

- Protect school devices and technology resources from misuse, damage, theft, or unauthorized access.
- Use appropriate language and demonstrate respectful behavior in all digital communications and online learning environments.
- Immediately report any lost, stolen, damaged, or malfunctioning devices, suspicious activity, security concerns, or accidental access to inappropriate content to a teacher, the Technology Coordinator, or school administration.
- Comply with this Technology Policy and all applicable school policies whenever using school-issued devices, school accounts, or other school technology resources, whether at school, at home, or during school-sponsored activities.

Technology resources are provided as educational tools to support student learning. Any use that interferes with learning, compromises network security, violates school policies, or disrupts the educational environment may result in disciplinary action and the temporary or permanent loss of technology privileges.

Artificial Intelligence (AI)

Artificial Intelligence (AI) has become an increasingly common part of education and everyday life. AI technologies are integrated into many of the digital tools, applications, search engines, and online resources students use every day. Because AI is becoming a permanent part of our digital world, WJNS is committed to teaching students how to use these technologies responsibly, ethically, and with wisdom.

The purpose of AI is to enhance learning—not replace learning. Students are expected to think critically, solve problems independently, develop their own ideas, and complete original work. AI may serve as a tool to support learning, research, creativity, collaboration, and productivity only when permitted by the classroom teacher and when consistent with the expectations of the assignment.

Students are expected to:

- Use AI tools only when permitted or directed by the classroom teacher.
- Use AI tools to support learning, research, creativity, and collaboration—not to complete assignments or replace independent thinking.
- Complete original work and remain responsible for the accuracy, quality, and integrity of all work submitted.
- Critically evaluate and verify information generated by AI using reliable and trusted sources before including it in academic work.
- Protect personal, confidential, and school information by not entering sensitive information into AI tools.

- Use AI in ways that reflect honesty, integrity, wisdom, respect, and Christian values.
- Understand that misuse of AI, including cheating, plagiarism, misrepresentation of original work, or violating teacher expectations, may result in disciplinary action consistent with school policies.

AI is now part of the world our students are growing up in. Our responsibility as a Christian school is to teach them to use it with wisdom, integrity, discernment, and under the guidance of their teachers.

Technology Resources & Protection

School Technology Resources

WJNS provides technology resources to support teaching, learning, communication, collaboration, creativity, research, and the responsible use of technology. These resources remain the property of WJNS and are provided for educational purposes in accordance with this Technology Policy.

Technology resources provided by WJNS may include, but are not limited to:

- School-issued devices and related accessories;
- Student Google Workspace for Education accounts, including Gmail, Google Drive, Google Classroom, Docs, Sheets, Slides, and other approved Google services;
- School-managed wireless networks and internet access;
- School-approved educational software, applications, and online learning platforms;
- Cloud-based storage and digital collaboration tools;
- School email and other communication platforms authorized by WJNS;
- Shared technology resources, including printers, interactive displays, and other classroom technology; and
- Additional technology resources provided or approved by WJNS to support student learning.

Students are expected to use all school technology resources responsibly, ethically, and in accordance with this Technology Policy. Access to these resources is a privilege provided to support learning and may be limited, suspended, or revoked when used in violation of school expectations.

Monitoring and Privacy

WJNS technology resources are provided to support teaching, learning, communication, collaboration, and the responsible use of technology. To help maintain a safe, secure, and productive educational environment, WJNS may monitor and manage its technology resources in a manner consistent with its educational mission and applicable laws.

WJNS reserves the right to monitor, review, access, and manage school-issued devices, school-managed accounts, network activity, and other school technology resources as reasonably necessary to support instruction, protect students, maintain network security, investigate potential policy violations, comply with applicable laws, and fulfill its educational responsibilities. Students and parents/guardians should understand that the use of school technology resources is subject to monitoring and management by authorized school personnel.

Students are expected to:

- Use school technology resources with the understanding that activity may be monitored and reviewed by authorized school personnel.
- Use school technology resources responsibly and in accordance with this Technology Policy.
- Respect the privacy, security, and integrity of school technology systems and the digital learning environment.
- Report suspected security concerns, unauthorized account access, or inappropriate online activity to a teacher, the Technology Coordinator, or school administration.
- Understand that attempts to hide, alter, delete, or interfere with monitoring or security systems are prohibited.

To support instruction, protect students, maintain the safety and integrity of school technology resources, and fulfill its educational responsibilities, WJNS may monitor, review, manage, or retain information related to the use of:

- School-issued devices;
- School-managed Google Workspace for Education accounts;
- School email and cloud storage;
- Internet browsing conducted through school-managed networks or school-managed accounts;
- School-approved applications and online learning platforms; and
- Other school-managed technology resources.

Monitoring may include, but is not limited to, network activity, browsing history, login information, account activity, file storage, email communications within school-managed accounts, and the use of school-approved applications when necessary to support instruction, investigate potential policy violations, respond to safety concerns, or maintain the security of school technology resources.

Students should have **no expectation of personal privacy** when using school-issued devices, school-managed accounts, or other school technology resources.

While WJNS respects the privacy of students and families, school-owned devices, accounts, networks, and technology resources remain the property of the school and may be inspected, monitored, or managed by authorized personnel when appropriate to support school operations, student safety, network security, or compliance with school policies.

Protection of Student Information

WJNS is committed to protecting student information and using reasonable administrative, technical, and physical safeguards to help secure school-managed technology resources. Student information will be accessed only by authorized individuals with a legitimate educational or operational need and will be handled in accordance with applicable privacy laws and school policies.

Network Security

WJNS is committed to maintaining a safe, secure, and reliable technology environment that supports teaching, learning, and school operations. Protecting the integrity of school technology resources requires a shared commitment from students, parents/guardians, faculty, staff, and the school community.

Students are expected to:

- Protect their usernames, passwords, and account credentials and never share them with others unless directed by authorized school personnel.
- Log out of school accounts when using shared or public devices.
- Report suspected security concerns, unauthorized account access, phishing attempts, or suspicious online activity to a teacher, the Technology Coordinator, or school administration.
- Use school-approved applications and technology resources as intended for school-related activities.

- Respect internet filtering, security systems, and other protective measures implemented by WJNS.
- Refrain from attempting to bypass, disable, alter, or interfere with internet filtering, security software, monitoring systems, or other network protections.
- Avoid downloading, installing, or using unauthorized software, applications, browser extensions, or other digital tools on school-managed devices without school approval.
- Immediately report lost or stolen school-issued devices so appropriate security measures can be taken.

Unauthorized activities that compromise or attempt to compromise the security of school technology resources—including unauthorized access, password sharing, hacking, introducing malicious software, tampering with security settings, or attempting to bypass school filtering or monitoring systems—are prohibited and may result in disciplinary action, loss of technology privileges, or additional consequences as outlined in this Technology Policy.

Device Care

School-issued devices are valuable educational resources entrusted to students to support learning both at school and, when applicable, at home. Students are expected to care for these devices responsibly and to use them in a manner that reflects good stewardship of school property.

Students are expected to:

- Transport school-issued devices in a safe and secure manner.
- Keep devices clean and free from food, drinks, liquids, and other materials that may cause damage.
- Charge devices regularly so they are ready for learning each school day.
- Use protective cases or accessories provided or approved by WJNS.
- Handle devices carefully to help prevent damage, loss, or theft.
- Keep all school-issued identification labels, asset tags, and protective markings intact.
- Report damaged, malfunctioning, or lost devices to a teacher, the Technology Coordinator, or school administration as soon as reasonably possible.
- Return all school-issued devices, chargers, and accessories upon request or when enrollment ends.

Students should not:

- Deface, alter, remove, or damage school property, including asset tags or identification labels.
- Attempt unauthorized repairs, modifications, or hardware alterations.
- Leave devices unattended in locations where they may be lost, stolen, or damaged.
- Intentionally or negligently use school-issued devices in any manner that could reasonably result in damage, destruction, loss, misuse, or unauthorized disposal of school property.

Normal wear and accidental damage resulting from appropriate educational use will be addressed in accordance with school procedures, manufacturer warranty coverage, or applicable protection plans. This policy applies regardless of the manner in which damage, destruction, loss, misuse, or unauthorized disposal of school-issued devices or accessories occurs. However, students and parents/guardians may be responsible for repair or replacement costs resulting from intentional damage, negligence, repeated misuse, loss, failure to return school-issued devices and accessories, or other violations of this policy, if such damage is not covered under warranty or an applicable protection plan, as determined by WJNS in accordance with school policies.

Partnership & Accountability

Parent/Guardian Responsibilities

Parents and guardians play an important role in supporting responsible technology use. WJNS values the partnership between home and school in helping students develop safe, ethical, and responsible digital habits that support learning and reflect Christ-like character. By working together, families and the school create a consistent environment that encourages responsible technology use both on and off campus.

Parents/guardians are encouraged to:

- Review this Technology Policy with their child and discuss expectations for responsible technology use.
- Support age-appropriate, safe, and responsible technology use at home.
- Help ensure school-issued devices are cared for responsibly and returned in good condition.
- Encourage students to charge school-issued devices regularly so they are

- prepared for learning each school day.
- Promptly report lost, stolen, or damaged school-issued devices to the school.
- Reinforce expectations for respectful digital communication, responsible online behavior, and academic integrity.
- Monitor and discuss their child's technology use outside of school hours, as appropriate for the child's age and level of independence.
- Utilize available parent tools and resources provided by WJNS, when applicable, to help support safe and responsible technology use outside of school.
- Communicate with the school regarding concerns related to technology use, digital safety, or online behavior that may impact the student's educational experience.

WJNS recognizes that developing responsible digital citizens is a shared responsibility among students, parents/guardians, educators, and the school. Through open communication, consistent expectations, and a collaborative partnership, technology can be used to support learning, strengthen character, and prepare students to use digital resources wisely and responsibly.

Violations and Consequences

WJNS is committed to maintaining a safe, respectful, and productive learning environment. When expectations outlined in this Technology Policy are not met, the school will respond in a manner that is fair, age-appropriate, educational, and consistent with school policies. Whenever possible, the goal is to help students learn from their choices, restore trust, and develop responsible technology habits.

Depending on the nature, severity, frequency, and circumstances of the violation, consequences may include, but are not limited to:

- Verbal reminders, redirection, or restorative conversations.
- Temporary restriction or suspension of technology privileges.
- Parent/guardian notification or conferences.
- Restitution or financial responsibility for damages or losses, when applicable and consistent with school policies.
- School disciplinary action consistent with the Student/Family Handbook.
- Referral to law enforcement or other appropriate authorities when required by law or when conduct involves criminal activity, threats to safety, or other serious violations.

Violations involving cyberbullying, harassment, threats, academic dishonesty, unauthorized access, vandalism, theft, misuse of personal information, or other conduct

that compromises the safety, security, or well-being of others may result in additional disciplinary action consistent with school policies and applicable laws.

Nothing in this Technology Policy limits WJNS's authority to take appropriate action when circumstances warrant or to respond to situations not specifically addressed within this document. School administration reserves the right to determine appropriate responses based on the individual circumstances of each situation, consistent with school policies and applicable law.

Our Shared Commitment

Technology will continue to evolve, but our mission remains the same. Together, WJNS, students, and families are committed to using technology in ways that honor God, strengthen our community, and support meaningful learning. Our commitment to developing Christ-like character extends beyond the classroom and into every digital interaction.

As partners in this journey, we recognize that responsible technology use is more than following rules—it is an opportunity to demonstrate wisdom, integrity, stewardship, and respect in every interaction. By working together, we prepare students not only for academic success but also for lives of faithful service and leadership.

Together, we strive to ensure that every digital interaction reflects Christ-like character by demonstrating wisdom, integrity, and faithful stewardship while honoring God, strengthening our community, and supporting meaningful learning.

Parent & Student Acknowledgment

By signing below, we acknowledge that we have received, read, and discussed the **Waolani Judd Nazarene School Technology Policy**. We understand the expectations for the responsible use and care of school technology resources and agree to support the principles, responsibilities, and guidelines outlined in this handbook.

We understand that access to WJNS technology resources is a privilege that carries personal responsibility. We agree to use school-issued technology in ways that demonstrate Christ-like character, wisdom, integrity, faithful stewardship, and respect for others.

We understand that violations of this Technology Policy may result in appropriate disciplinary action, temporary or permanent loss of technology privileges, financial

responsibility for intentional or negligent damage not covered by warranty or applicable protection plans, and other consequences consistent with school policies.

We acknowledge that technology is a shared responsibility among students, parents/guardians, educators, and the school. By working together, we support a safe, respectful, and productive learning environment that honors God and reflects the mission and values of Waolani Judd Nazarene School.

Parent and Student Signature Page

2026–2027 WJNS Technology Policy

Please return this signature page to the school. Keep the WJNS Technology Policy handbook for your records and future reference.

Parent & Student Acknowledgment

By signing below, we acknowledge that we have received, read, and discussed the **Waolani Judd Nazarene School Technology Policy**. We understand the expectations outlined in the handbook and agree to support the responsible, safe, and respectful use and care of school technology resources.

We understand that access to WJNS technology resources is a privilege that carries personal responsibility. We acknowledge that violations of this Technology Policy may result in disciplinary action, financial responsibility when applicable, and other consequences consistent with school policies.

We understand that while WJNS utilizes reasonable technology safeguards, including internet filtering and monitoring, no technology protection system can guarantee that all inappropriate or harmful content will be blocked or prevented. We recognize our shared responsibility to support safe, respectful, and responsible technology use both at school and, when applicable, at home.

By signing below, we affirm our shared commitment to using technology in ways that honor God, strengthen our community, support meaningful learning, and reflect the mission and values of **Waolani Judd Nazarene School**.

Parent/Guardian Information *(Please verify or update, if needed.)*

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Email Address: _____

Preferred Phone Number: _____

Date Signed: _____

Student Information

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____