

Academy for Advanced and Creative Learning
Board of Education Policy

JS-E-1, JS-E-2, JS-E-3, and JS-E-4, Appropriate Use of District Technology Resources and Internet Safety Responsible Use by Students

[SUBSTANTIVE] Adopted by AcademyACL April 2024

Student Usage Agreement for AcademyACL Digital Technology

AcademyACL digital technology ("Devices"), which include Chromebooks, are provided as an educational tool for schoolwork. Devices are intended to be used only for school-related activities and assignments.

Statement of Responsibility

The use of the Device is a privilege. AcademyACL requires:

- Students leave their Devices at school, charging in their homeroom classrooms.
- Students should have NO expectation of privacy on a Device. The Device, an educational tool, is the property of the AcademyACL. The Device may be confiscated and inspected at any time.
- Students should know that **no** data on AcademyACL networks is private or confidential. Any communication or data may be subject to review by network or school administration.
- Students must not decorate or personalize Devices.
- Students must not remove AcademyACL affixed labels and tags.
- Students may be responsible for the cost of repairs to devices that are damaged intentionally.

Student Cell Phones & Other Personal Devices

Student cell phones may not be accessed by students during the school day. If they are brought to school, it is expected that they are turned off and kept in the student's backpack or can be held in the front office until dismissal. Cell phones may not connect to the school network and may not be used or taken outside to Fitness and Fun nor afternoon recess. They may not be used during lunch or other transition periods. Parents understand that if they need to contact their child (e.g. coordinate pickup information), they may call the office to leave a message for them and the office will relay the message.

Personal devices requiring internet access may be used if required by an Individualized Education Plan or Section 504 Plan. Additionally, a teacher AND administrator may grant permission for personal devices to be used in class for a specific activity. Such personal devices must be made available to the AcademyACL IT department **at least** two weeks in advance so that documentation of their MAC address can be obtained and monitored while on the school network. If the personal device is not made available to the IT department, the personal devices cannot be used at school. When the personal device is approved for use, it must be used in accordance with applicable device rules.

Any personal devices brought to school for any purpose are the responsibility of the student, not the school, and AcademyACL is not responsible for repair or replacement of damaged or lost personal devices.

Student Responsibility for School-Owned Devices

- Using all digital technology and Devices in a responsible and ethical manner.

- Obeying general school rules concerning behavior and communication that apply to network use and according to the school-wide *Computer/Network Use Agreement for Students*.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via AcademyACL’s Internet System is at your own risk. AcademyACL specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping AcademyACL protect our digital technology system/Device by contacting an administrator about any security problems he/she may encounter.
- Monitoring activity on his/her account(s) and Device via Google and GoGuardian.
- It is expected that students will use all apps and programs (e.g. email, Google Docs, Google Sheets, Google Drive, Google Chat, etc. and all connected extensions) according to the school code of conduct and violations will be subject to disciplinary actions. There is no expectation of privacy using any school-based app or software.

Parent/Guardian Responsibilities

- Please explain to your student that their Device may be selected at random for inspection at which time the student must provide their Device for inspection. Your student should have NO expectation of privacy of any materials found on a school-owned device and/or network.
- If your student intentionally damages a school-owned device, you may be charged for repairs, up to a maximum of \$250.

(TO BE COMPLETED BY STAFF)

Device & ID#: _____

Parents who wish to opt their child out from this Technology Use Agreement may email director@academyacl.org

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____