Technology Handbook and Responsible Use Guidelines

OUR MISSION

In the 1:1 program at Legacy Prep, students will have access to school owned Chromebooks. We are excited to provide these tools to ensure our student's success here at Legacy Preparatory Christian Academy. These tools will also prepare students with the knowledge and skills of global collaboration, creativity and critical thinking needed for the work environment in the 21st Century.

General Precautions

• Never carry the Chromebook while the screen is open.
• Avoid food and drink while Chromebook it is in use.
• Cords and cables must be inserted carefully.
• Never transport your Chromebook with the power cord plugged in.
• Chromebooks must remain free of any writing, drawing, stickers, decals, etc.
• Always support a Chromebook from the bottom with lid closed. Never move a
  Chromebook by lifting from the screen.
• Chromebooks should always be transported in a case or bag.

Background Images

• Inappropriate media including the digital presence of guns, weapons, inappropriate materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
• Only use preloaded images that come on the Chromebook. All others will be removed and will result in disciplinary actions and a fine.

Sound

• Sound must be muted at all times unless permission is obtained from the teacher.
• Headphones may be used at the discretion of the teacher.
• Music is prohibited unless given permission by the teacher.

Account Access

• Students will only login using their Legacy issued account.
• Students are required to use their Legacy user ID and password to protect their accounts and are required to keep that password confidential.
• Students should only use their assigned Chromebook.
• Students should keep a back-up copy of all important documents they would like to keep. All google drives are wiped at the end of each school year.

RESPONSIBLE USE GUIDELINES

General Guidelines

• Students are responsible for their ethical and educational use of the technology resources of Legacy Prep.
• Access to Legacy Prep's technology resources is a privilege and not a right. Students are required to follow the Responsible Use Guidelines.
• Transmission of any material that is in violation of any federal or state law is prohibited. Including but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and potential viruses.
• Any attempt to alter data, the configuration of a Chromebook, or the files of another user, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies. Criminal charges may apply.

Privacy and Safety

• Do not open, use, or change files that do not belong to you.
• Do not reveal online your full name, phone number, home address, social security number, credit card numbers, or passwords of other people.
• Remember that storage is not private or confidential; Chromebook equipment is the property of Legacy Preparatory Christian Academy.
• If you inadvertently access a website that contains obscene, inappropriate or otherwise offensive material, exit the site immediately and report the incident to a responsible adult.

Legal Property

• Violation of policy may result in loss of the Chromebook privileges.

• Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask.

• Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes media on the Internet, such as graphics, movies, music, and text.

• Use or possession of hacking software is strictly prohibited and violators will be subject to discipline and/or legal action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

Electronic Communication

• Always use appropriate and proper language in your communication.
• Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
• Do not send mass e-mails or spam.
• Communications sent/received should be related to educational needs.
• Communications are subject to inspection by the school. <u>Do not use share google docs as an instant messenger or access google's instant messenger</u>.

Consequences

• Violation of the policies of this document will result in disciplinary action and a fine.
• The School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

At Home Use

• The student will be responsible for the Chromebook in the transport and the care of the Chromebook while at home. Fines can be levied if damage is done.
• Always transport your Chromebook in the school provided case and nothing should be set on top of the Chromebook.
• Chromebooks should not be used in an unsupervised area such as hallways where teachers and staff are not present. Do not use Chromebooks in the cafeteria and car line.
• Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.
• If your Chromebook is lost, report it immediately your principal.
• In case of theft, a police report must be filed and a copy provided to the school within 48 hours.

Chromebooks left in Unsupervised Areas

• Under no circumstances should Chromebooks be left in an unsupervised area which includes the school grounds / campus, the cafeteria, the gym, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
• If an unsupervised Chromebook is found, notify a staff member immediately.
• Unsupervised Chromebooks will be confiscated by staff.

REPAIRING/REPLACING THE CHROMEBOOK

Table of Fees, Fines, and Repair Costs

• Students are expected to keep the Chromebook in good condition. Failure to do so will result in fines as specified in Expectations and Costs.
• Fines will be determined by the technology and business department.

Chromebook Technical Support

Technical support will be available through the Technology Department during school hours on campus and home days **only**. Please contact Ashley Snell, asnell@legacypca.org

Expectations and Cost

Incident	Damage	Student Cost**
1st	Accidental *(not including damaged screen)*	Fine waived, but responsible for damage/repair costs
2nd	Accidental	$25.00 +damage/repair costs
3rd	Accidental	$50.00 +damage/repair costs
Any	Misuse, Neglect, Theft, Intentional Damage or Loss (including cracked screens)	Determined on amount of damage/repair costs. Minimum of $100.00
Any	Damaged/Lost Power Cord	$25.00
Any	Violation of ANY part of the Technology Handbook & Responsible Use Guidelines	$25.00 (including caught without case or bag)
Any	Violation of Case/Bag	$25.00
Any	Downloads that require a re-image	$25.00
Any	Lost Chromebook *(missing and not determined stolen by law enforcement)*	$400.00

The business and technology department are the final determination of fines of damaged/lost/stolen Chromebooks