



Technology Handbook and Responsible Use Guidelines

Our Mission

In the 1:1 technology program at Legacy, students are expected to provide their own PC. Machine specifications are a minimum baseline requirement. 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.

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 PC. Students should understand that they are held accountable for anything accessed on their PC.
- Students should keep a back-up copy of all important documents outside of their PC.

General Precautions:

- Never carry your PC while the screen is open.
- Avoid food and drink while PC is in use.
- Cords and cables must be inserted carefully.
- Never transport your PC with the power cord plugged in.
- Always support your PC from the bottom with the lid closed. Never move a PC by lifting from the screen.
- PCs should always be transported in a protective case or backpack.
- PCs should be in sleep mode or off when being transported.

Background Images:

- Inappropriate media, including the digital presence of guns, weapons, inappropriate materials, languages, alcohol, drugs, and gang related symbols of pictures will result in disciplinary actions.

Sound: In-Class Use

- Sound must be always muted 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.

Responsible Use Guidelines

General Guidelines:

- Students are responsible for the ethical and educational use of the technology resources of Legacy.
- Access to Legacy'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. These prohibitions include but are not limited to confidential information, copyrighted material, threatening or obscene material and potential viruses.
- Any attempt to alter data, the configuration of a PC, or the files of another user, will be considered a violation of school policy and will result in the student and device being removed from access. Criminal charges may apply.

Privacy and Safety:

- Do not open, use, or exchange files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers or passwords.
- Remember that storage is not private or confidential; all PCs are monitored by the Technology Department.
- 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 network access.
- 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 emails or spam.
- Communications sent/received should be related to educational needs.
- Communications are subject to inspection by the school. Do not use/share documents or access instant messenger or mass communication apps/programs without teacher permission.

Consequences:

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

At Home Use:

- Students are solely responsible for their PC's. Any damages are not the responsibility of Legacy PCA.
- PCs should not be used in an unsupervised area such as hallways where teachers and staff are not present. Do not use PCs in the cafeteria or car line.
- PCs should not be stored in a student's vehicle at school or at home for security and temperature control measures.
- If your PC is lost, report it immediately to the Director of Technology.
- In case of theft, a police report must be filed, and a copy provided to the school within 48 hours.

PC's Left in Unsupervised Areas:

- Under no circumstances should your PC 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 PC is found, notify a staff member immediately.
- Unsupervised PC's will be confiscated by staff.

PC Technical Support:

- Technical support will be available through the Technology Department during school hours on campus and home days only. Please contact: directoroftechnology@legacypca.org.

Loaner Program:

The Loaner program will allow students to conduct business as usual when they are unable to bring their Legacy managed laptop to school. Over the past year this program has proven successful at maintaining continuity in the learning environment. To help maintain this program we are going to shift to a leasing model. Families will begin seeing a charge on their Praxi accounts for any device not returned to the school for longer than 30 days. The lease fee will be \$30 for every 30 days. Please see below for a breakdown of charges

0-29 days = Free

30-59 days = \$30

60-89 days = + \$30

Etc....

Fee will be assessed when the device is checked back into the Legacy Technology Department. After returning the loaner device students must use their own laptop for at least 30 days before checking out a loaner again. If not, the lease will continue based off the original date of check out.

Due to the amount of work that goes into onboarding/offboarding devices students will not be allowed to bring “a different” device while theirs is being repaired. Any unauthorized devices found on the Legacy network are a threat to student and staff security and will be banned at the hardware level. This is not as a punishment it is a precautionary measure. We thank you for your support.