

Technology Handbook and Responsible Use Guidelines

Our Mission

Within Legacy's 1:1 technology program, students are entrusted to provide their own PC, adhering to minimum baseline specifications. These tools are instrumental in cultivating students' capacities for global collaboration, creativity, and critical thinking—essential skills for success in the 21st-century workforce.

Account Access:

- Students are required to exclusively utilize their Legacy-issued accounts for logging in.
- Students must safeguard their accounts by utilizing their Legacy user ID and password, always maintaining confidentiality of their password.
- Students assume responsibility for all content accessed on their devices while on school premises.
- Students are advised to maintain backup copies of all important documents outside of their PC.

General Precautions:

- Avoid transporting the PC with the screen open.
- Refrain from consuming food and beverages while using the PC.
- Exercise caution when inserting cords and cables.
- Do not transport the PC with the power cord plugged in.
- Always support the PC from the bottom with the lid closed; never lift the PC from the screen.
- PCs should be transported in a protective case or backpack.
- PCs should be in sleep mode or powered off during transportation.

Background Images:

- Disciplinary actions will be taken for the presence of inappropriate media, including images depicting guns, weapons, inappropriate content, offensive language, alcohol, drugs, or gang-related symbols.

Sound: In-Class Use

- Sound should be always muted unless permission is granted by the teacher.
- Headphone usage is permitted at the discretion of the teacher.
- Music is prohibited unless explicit permission is granted by the teacher.

Responsible Use Guidelines

General Guidelines:

- Students are entrusted with the ethical and educational utilization of Legacy's technology resources.
- Access to Legacy's technology resources is considered a privilege, contingent upon adherence to Responsible Use Guidelines.
- Transmission of materials in violation of federal or state laws, including but not limited to confidential information, copyrighted material, threatening or obscene content, and potential viruses, is strictly prohibited.
- Any attempt to manipulate data, PC configurations, or another user's files will be considered a breach of school policy, resulting in removal of device access and potential criminal charges.

Privacy and Safety:

- Refrain from accessing, using, or exchanging files that do not belong to you.
- Avoid disclosing personal information such as full name, phone number, address, social security number, credit card details, or passwords.
- Remember that PC storage is subject to monitoring by the Technology Department.
- Promptly exit websites containing inappropriate or offensive material and report such incidents to a responsible adult.

Legal Property:

- Violations of policy may result in loss of network access.
- Adhere to trademark and copyright laws, as well as license agreements, and acknowledge all sources used to avoid plagiarism.
- Possession or use of hacking software is strictly prohibited and may result in disciplinary or legal action.

Electronic Communication:

- Maintain appropriate language in all communications.
- Refrain from transmitting profane, obscene, abusive, or offensive language/material.
- Avoid sending mass emails or spam, and ensure communications are educationally relevant.
- Communications are subject to school inspection, and use of instant messenger or mass communication apps/programs requires teacher permission.

Consequences:

- Violations of policy will result in disciplinary action and potential fines.
- The school cooperates fully with local, state, and federal officials in investigations related to computer crime laws.

At-Home Use:

- Students assume full responsibility for their PCs, including any damage incurred.
- PCs should not be used in unsupervised areas such as hallways, cafeterias, or car line.
- Avoid storing PCs in vehicles for security and temperature control.
- Report lost PCs immediately to the Director of Technology and file a police report within 48 hours in case of theft.

Unsupervised PCs:

- PCs should never be left unattended in unsupervised areas, including school grounds, cafeteria, gym, locker rooms, or hallways.
- Notify staff immediately upon encountering an unattended PC, which will be confiscated by staff.

PC Technical Support:

- For technical assistance, please reach out to the Technology Department during school hours on campus and home days. Contact us at: ITSupport@legacypca.org

Loaner Laptop Program Guidelines:

1. Purpose: The Loaner Laptop Program at Legacy provides temporary access to laptops for students who are unable to bring their own devices to school, ensuring uninterrupted learning throughout the day.
2. Eligibility:
 - All enrolled students are eligible to participate.
 - Laptops are available on a first-come, first-served basis, subject to availability.
3. Usage Guidelines:
 - Loaner laptops are for educational use only.
 - Return loaner laptops by the end of the school day.
4. Borrowing Procedure:
 - Request a loaner laptop in room 105.
 - Sign a check-out form upon receiving the laptop.
5. Penalties for Late Returns:
 - Failure to return the loaner laptop within one week will result in a **\$30 fee** for each additional week.
 - Loss of borrowing privileges may occur for extended delays.
6. Device Care:
 - Handle loaner laptops with care.
 - Report any issues immediately.
7. Security:
 - Loaner laptops have security measures in place.
 - Do not attempt to alter security settings.
8. Return Procedure:
 - Return loaner laptops to room 105 by the end of the day.
 - Sign a check-in form upon return.

By participating, students agree to follow these guidelines. Legacy reserves the right to modify or terminate the program and enforce fees for violations.