

FREEMAN ACADEMY 2023-24 ACCEPTABLE USE OF TECHNOLOGY POLICY ONE-to-ONE LAPTOP LENDING POLICY

Access to school technology is a privilege, not a right, and entails responsibility. The school's electronic network is part of the curriculum and is not a public forum for general use. Access to network services is provided to students who agree to act in a considerate and responsible manner. **Student signature and parent/guardian signatures are required.** Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We cannot guarantee that filtering software will successfully block access to inappropriate materials.

Misbehavior could result in temporary or permanent loss of access to the Internet or e-mail privileges. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved. Any action by a student that is determined by their classroom teacher or the IT Director to constitute an inappropriate use of technology may result in the student's loss of computer privileges. FA is not liable or responsible for: any information that may be lost, damaged, or unavailable due to technical or other difficulties; the accuracy or suitability of any information that is retrieved through technology; breaches of confidentiality; or defamatory material.

The following guidelines apply to computer/Internet use at Freeman Academy:

1. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet/e-mail, you must notify the Head of School.
 - Do not use another individual's account. Password sharing is strictly prohibited. Report infractions immediately to the IT Director and a new password will be issued. Students will be held responsible for all activity on their account.
 - Attempts to login to Internet as a system administrator will result in cancellation of user privileges.
 - Any user identified as a security risk or having a history of problems with other computer systems will be denied access to Internet.
2. Vandalism will result in cancellation of privileges.
 - Vandalism is defined as any malicious attempt to harm or destroy hardware, software or data.
 - Damage or destruction of school owned hardware, through non-typical usage, will result in an assessment of cost to repair or replace the device.
3. Use of the Internet/e-mail for private, commercial, financial gain, or illegal activity is prohibited.
4. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients cannot be transmitted or accessed. Students are responsible for reporting any inappropriate material they receive. Students must always tell a teacher if they come across any information that makes them feel uncomfortable.
5. Students are prohibited from scanning images, downloading files or printing materials without the permission of school personnel. This applies to software, graphics and images, as well as text.
6. Real-time messaging, online chat and outside email programs may only be used with the permission of the class teacher.
7. Students must never give out any personal information such as their name, age, gender, address, telephone number or parent's name. Anonymous and/or false communications are not allowed.
8. Food and drink are not allowed in the computer labs.
9. Use of sites selling term papers, book reports and other forms of student work is prohibited. Students have the responsibility to cite and credit all Internet material used.

PERSONAL ELECTRONIC DEVICES

The information systems and Internet access available through FA are available to support learning, enhance instruction, and support school system business practices. The use of FA's network is a privilege, not a right. Students should not do or attempt to do anything that might disrupt the operation of the network or equipment or interfere with the learning of other students. The school may restrict or terminate any student's access without prior notice, if such action is deemed necessary to maintain computing availability and security for others.

Personal electronic devices will be permitted during the school day to support instruction. Device use is permitted via teacher discretion and/or prior staff approval. Students using personal electronic devices must follow FA's Acceptable Use of Technology Policy while on school property, attending school-sponsored activities, or using FA's network.

FA is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day. FA is also not responsible for the maintenance or configuration of personal cell phones.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

1. All cell phones must be pre-approved and registered with the school.
2. Pre-approved cell phones shall be used solely for instructional purposes in the classroom at the teacher's discretion.
3. Students shall be responsible for adhering to the technology use expectations as outlined in the Acceptable Use of Technology Policy.
4. Students are prohibited from accessing portions of the Internet inconsistent with the educational mission of FA.
5. Appropriate virus-checking software must be installed, updated, and made active prior to any personal electronic device being placed on the FA network.
6. It is a privilege for students to use their personally owned phone at school, and this privilege may be taken away if students act irresponsibly or violate school policy.

ONE-TO-ONE LAPTOP LENDING POLICY

The term "laptop" is used interchangeably to describe a Chrome book, tablet, or other portable computing device throughout this document. Each 7-12th grade student will receive a laptop from FA on loan for the duration of the 2023-24 school year. The following policy outlines the responsibility of the student/parent upon receipt of the laptop.

Laptops will be distributed at the beginning of the school year. Students, along with their parents, are required to sign and return the Laptop Lending/Acceptable Use of Technology Policy before the laptop is issued. Students will be allowed to take their laptop home but will be required to check out a laptop bag to carry the laptop. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations.

TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly should be taken to the IT Director or the Main Office.

General Precautions

Food and beverages can damage your laptop. Students will be responsible for damages caused by food and beverage spills. Cords, cables, and removable devices should be inserted carefully into the laptop. Students should never carry their laptops while the screen is open, unless directed to do so. Laptops should remain free of any writing, drawing, stickers, or labels that are not the property of Freeman Academy. Laptops should never be left in a vehicle or any unsupervised area. Students are responsible for keeping their laptop's battery charged for school each day.

Screen Care

Laptop screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure. Do not carry in book bag. Do not lean on the top of the laptop when it is closed. Do not poke the screen. Do not carry device by the screen. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks). Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

LAPTOP UNDERGOING REPAIR

Loaner laptops may be issued to students when they leave their laptops for repair with the IT Director. Students are responsible for the care of the loaner while in their possession and are subject to the same policy and procedure agreement signed for the original unit.

CHARGING YOUR LAPTOP'S BATTERY

Laptops are charged via the Mobile Docking Station at school. Additional external chargers for use at home can be purchased at the request of parents.

MANAGING YOUR FILES & SAVING YOUR WORK

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Avoid storing personal music, pictures, and videos as the school will not be held responsible for their loss.

SOFTWARE ON LAPTOPS

The software originally installed by FA should remain on the laptop in usable condition and be easily accessible at all times. If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted by the IT Director.

PROTECTING YOUR LAPTOP

- Student laptops will be labeled in the manner specified by the school. Students will not remove FA property stickers, product key, or serial number sticker. If stickers have/appear to be falling off, student should take laptop and sticker to the IT Director immediately.
- Under no circumstances should laptops be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Main office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.
- Students are expected to keep the laptop in good condition. Failure to do so will result in fines depending upon laptop condition. Students will be responsible for the full cost of repair or replacement.
- Eating or drinking near a laptop is not accidental and will be considered negligent damage.
- Damage caused by repairs made by an unauthorized source. School laptops should only be brought for repair to FA IT Director.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your laptop.

LAPTOP TECHNICAL SUPPORT

The IT Director coordinates the repair work for laptops. Repair service provided: Distribution of loaner laptops; password identification; user account support; operating system support; software configuration support; re-imaging hard drives; re-imaging/software fix; and updates and software installations. Service and repairs will be documented and reviewed to ensure the proper use and/or maintenance of the laptops. Excessive requests for service/repair is subject to review by the IT Director and School Administration.

PERSONAL LAPTOP OPTION

It is acceptable if a student has their own laptop that they would rather use in place of school issued laptop. These laptops must be registered with the IT Director.

DAMAGE/REPAIRS

Students/Parents will be responsible for the cost of any repairs to the school issued laptops. If the laptop damage is beyond repair and needs to be replaced, replacement options will be evaluated on a case by case basis. Student/Parents may be responsible for full replacement costs. Students/Parents are responsible for the cost of replacement of the laptop for any intentional damages.

**FREEMAN ACADEMY 2023-24 ACCEPTABLE USE OF TECHNOLOGY POLICY
ONE-to-ONE LAPTOP LENDING POLICY**

Please fill out, sign and return this page to the FA Business Office. Your student will not be given access to WIFI/School accounts nor receive a laptop until this page has been returned to the school.

STUDENT

I agree to adhere to the FA guidelines presented in the FA Acceptable Use of Technology policy. I will utilize the device(s) for instructional purposes only while on the FA campus or FA network. I understand that my computer/technology use is not private and that the school will monitor my activity on the computer system and inspect inappropriate use of resources. I have read the FA acceptable Use of Technology policy and agree to abide by these rules. I understand that violation of the policy may result in disciplinary action, including loss of technology privileges or legal action.

1. I will take good care of my laptop and know that I may not be issued the same laptop each year.
2. I will never loan out my laptop to other individuals.
3. I will know where my laptop is at all times.
4. I will charge my laptop's battery daily.
5. I will keep food and beverages away from my laptop since they may cause damage to the computer.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will use my laptop computer in ways that are appropriate and educational.
8. I will not place decorations (such as stickers, markers, etc.) on the school laptop.
9. I understand that my laptop is subject to inspection at any time without notice.
10. I will be responsible for all damage or loss caused by neglect or abuse.
11. I agree to pay for my laptop, power cords, and battery in the event any of these items are lost or stolen.
12. I agree to return the laptop and power cords at the end of each school year in good working condition.
13. I will not attempt to install unauthorized software or alter the state of the device at any time.

Student – please sign and print both first and last name. Please provide cell phone/electronic device information.

[INSTRUCTIONS for locating MAC address, serial number, and setting up phone to use FA-Student wifi](#) (Google Doc)

Signature	Printed name
Personal Device Brand/Type	Serial Number
Network/MAC Address for all network adaptors	

Signature	Printed name
Personal Device Brand/Type	Serial Number
Network/MAC Address for all network adaptors	

Signature	Printed name
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Signature	Printed name
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Signature	Printed name
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PARENT/GUARDIAN

I agree to let my child(ren) bring their personal electronic device for instructional use at Freeman Academy. I understand that the student(s) named above will be permitted to use their personally owned device(s), subject to the conditions in this document. I understand that if I agree to allow my student(s) to use their own device that FA is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of use at FA. I understand that FA staff will be unable to store, support or troubleshoot student owned devices. The student(s) named above will take full responsibility for the device and will appropriately secure all devices when not in use.

I accept full responsibility for supervision of my child's use of the FA assigned/owned laptop when not in school. I hereby give permission to issue a laptop for my child and certify that the information contained on this form is correct. In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report should be filed by the student and/or parent for the protection coverage to take place. A copy of the police/fire report should be provided to the Head of School's office. Any additional charge is the responsibility of the student/parent and should be paid before the laptop can be replaced.

I have read the FA Acceptable Use of Technology policy. In consideration for the privilege of my child(ren) using the school's electronic communications system, and in consideration of having access to the public networks, I hereby release the school and its operator from any and all claims and damages of any nature arising from my child's(children's) use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations. I understand that this access is designed for educational purposes. I recognize it is impossible for FA to restrict access to all controversial materials and I will not hold FA responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

PARENT/GUARDIAN – please sign and print first and last name

Signature	Printed name
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