

INTERNET AND TECHNOLOGY POLICY

Internet Acceptable Use Policy

ACPA's information technology resources and equipment, including email and internet access, are provided for educational purposes. The use of technology and equipment resources at ACPA is a revocable privilege. Failure to abide by this policy may render you ineligible to use the school's technology and equipment facilities and may bring additional disciplinary action to be determined by staff and administration.

All users are expected to use the technology available at ACPA in a manner appropriate to the school's Values and Habits. Technology includes, but is not limited to, cellular devices, mp3 players, video recorders, cameras, gaming consoles/devices, computers, and iPads/tablets. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, and other inappropriate use of the internet and technology, including but not limited to email, instant messaging, web pages, and use of hardware/software which disrupts or interferes with the safety and welfare of ACPA and the school community is prohibited, even if such uses take place after or off school property.

Students Must:

1. Respect and protect the privacy of others:
 - Use only assigned accounts
 - Not view, use, or copy passwords, data, or networks to which they are not authorized;
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - Observe all network security practices;
 - Not allow others to use their accounts or passwords;
 - Report security risks or violations to a teacher or administrator;
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
3. Respect and protect the intellectual property of others:
 - Not infringe copyrights (no making illegal copies of music, games, or movies/tv);
 - Not plagiarize.
4. Respect and practice the principles of community:
 - Communicate only in ways that are kind and respectful;
 - Report threatening or discomfoting materials to a teacher and/or administrator;
 - Not intentionally access, transmit, copy, or create materials that violate the ACPA Values and Habits or violate the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, violent, or attempt to harass);
 - Not intentionally access, transmit, copy, or create material that is illegal (such obscenity, stolen materials, or illegal copies of copyrighted works);
 - Not use the resources to further other acts that or criminal, violate the ACPA values, and/or student code of conduct;

- Not send spam, chain letters, or other mass solicited mailings;
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure the uses are secure and in conformity with this policy. Neither students nor their families have an expectation of privacy in the use of ACPA's district technology resources. Administrators reserved the right to examine, use, or disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect the property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement if necessary.

ACPA Equipment Handbook Information and Procedures

ACPA students may be assigned and required to use borrowed equipment for school this year, depending on their enrollment in specific courses or participation in projects. ACPA students are expected to use the technology available at ACPA in a manner appropriate to the school's Values and Habits. Technology includes, but is not limited to, video recorders, cameras, computers, and iPads/tablets. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, and other inappropriate use of the internet and technology, including but not limited to email, instant messaging, web pages, and use of hardware/software which disrupts or interferes with the safety and welfare of ACPA and the school community is prohibited, even if such uses take place after or off school property. Users are also expected to follow ACPA's acceptable use policy.

Acknowledgement of Responsibility

If a student fails to return the loaned/borrowed device(s) and/or accessories at the end of the school year or upon withdrawal from ACPA, the student will be billed for the replacement cost of the device or accessories. Furthermore, by signing this form, the parent/legal guardian and student assumes responsibility for the device being checked out, and agrees that ACPA will not be held liable in any way for the actions of those who have checked out the device(s). Additionally, parents/legal guardians and students also assume responsibility for the cost of any fines for damages done to the device while checked out.

ACPA Chromebook Handbook Information and Procedures

ACPA students may be assigned and required to use a borrowed Chromebook for school this year. If assigned, ACPA students will use the ACPA Google Chromebook for the entirety of the 2024-2025 school year. They will be able to complete all assignments and engage with ACPA community events and activities using this device. If assigned, students will be expected to complete *all schoolwork* on their *school assigned device*, as there may be updates and programs already downloaded to the device.

Chromebook Check Out

If assigned, Chromebooks will be distributed at the beginning of the school year. Parents and Guardians must sign and submit the Chromebook Loan Agreement before the Chromebook can be taken home by their student.

Chromebook Check In

Chromebooks will be returned to ACPA during the final weeks of school so they can be checked in for serviceability. If a student transfers or withdraws during the school year, the device must be returned.

Acknowledgement of Responsibility

If a student fails to return the Chromebook and/or accessories at the end of the school year or upon withdrawal from ACPA, the student will be billed for the replacement cost of the Chromebook or accessories. Furthermore, by signing this form, the parent/legal guardian and student assumes responsibility for the device being checked out, and agrees that ACPA will not be held liable in any way for the actions of those who have checked out the Chromebook. Fines assessed for damaged or missing equipment are as follows:

- ☐ Chromebook Replacement - \$290.00
- ☐ Chromebook Repair - \$75.00
- ☐ Chromebook Power cord/charger - \$35.00

Care of your Chromebook

The Chromebook is school property. All users will follow this policy and the ACPA Acceptable Use Policy for Technology. Students are responsible for the general care of the Chromebook they have been issued by the school. Any Chromebook that is broken or fails to work properly must be taken to Mr. Wagner for an evaluation of the equipment.

General Care

Use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

1. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of ACPA.
2. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.
3. Students are responsible for keeping the Chromebook charged.
4. Excessive pressure on the Chromebook screen may cause damage. Avoid leaning on top of the Chromebook or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
5. To prevent damage, a Chromebook should not be near food and drink.
6. Keep the Chromebook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
7. The Chromebook is provided for the sole use of the student to which it is assigned. Do not loan out the Chromebook or charger to other individuals.
8. Keep the Chromebook off the floor where it could be stepped on or tripped over.
9. Do not disassemble or attempt to do any physical repairs to the Chromebook.

Personalization

Students will have the ability to customize their Chromebook (screen background). You may personalize your lock screen and home screen with appropriate media. The use of stickers or adhesive products is not allowed on the surface of your Chromebook. The presence of guns, weapons, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies. You are required to use your Google password to protect your Chromebook and keep the password confidential. At any time, a school administrator may change/request your password to access this district-owned device.

Protecting Your Data and Files

It is recommended that students regularly backup data to Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Do not expect that files stored on your Chromebook will be private. ACPA may review your files and communications at any time to ensure you are using the Chromebook appropriately. Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Students are not to take photos or videos of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized

photos or video to any website, network storage area, or person is strictly forbidden. Students are not to access another individual's materials, information, or files without permission.

Instructional Use

Students are responsible to bring their Chromebook to school every day. If they do not have it, the student must complete all work as if it were present. Students may face disciplinary consequences for forgotten devices. Students are to bring their Chromebook to school fully charged every day. It is the student's responsibility to have sufficient battery life for their expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and software are released periodically. It is both the student's and the school's responsibility to keep their device updated and synced prior to class.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones are the responsibility of the student and will only be permitted before or after school or during lunchtime in the cafeteria. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

Acceptable Use

Parent/legal guardian and student agree by their signatures assume the responsibility and liability for any inappropriate or illegal acts associated with using this equipment. These inappropriate uses would include, but are not limited to software licensing violations, software piracy, and appropriate or illegal activities carried out in part or whole using email, online chat, online forums, or the Internet. ACPA does not bear any responsibility or liability for any inappropriate or illegal use of this computer. Parent/legal guardian and student further agree there is no right of privacy in the use of this computer.

Ohio Revised Code 3313.642 allows ACPA to withhold grades and credits for failure to pay required fines and fees. Parent/legal guardian and student understand and acknowledge that if the above fines are not paid for damaged or missing equipment, ACPA reserves its right to withhold the student's grades and credits.

Chromebook Loan Agreement

Parents/guardians and students must sign and submit the Chromebook Loan Agreement before the Chromebook can be taken home by their student.

One Google Chromebook, charger, and cable are lent to the student and are in good working order. It is the student's responsibility to care for the equipment at all times.

This equipment is, and at all times remains, the property of ACPA and is herewith lent to the student for educational purposes only for the academic school year.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified.

STUDENT EXPECTATIONS

- Students will follow the expectations outlined in the Chromebook Handbook.
- Students will keep their Chromebooks protected at all times.
- Students will immediately return the Chromebook and accessories in good working condition upon request or prior to withdrawal from ACPA.
- Students accept responsibility for their school issued Chromebook at all times.
- Students acknowledge that the Chromebook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- Students will be responsible for repair or replacement costs as specified in the Chromebook Handbook

PARENT/GUARDIAN AGREEMENT

- Parents/guardians will be responsible for the Chromebook repair or replacement costs as specified in the Chromebook Handbook.
- Parents/guardians acknowledge that they and their student are to follow the expectations in the Chromebook Handbook and that a violation of these guidelines could result in the student facing disciplinary action.
- Parents/guardians will be responsible for monitoring student's use of the internet while the student is not at school.
- Parents/guardian agrees to immediately return the Chromebook and accessories in good working condition upon request or prior to withdrawal from the school district.
- Parents/guardian acknowledges that the Chromebook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

By signing the ACPA Internet, Technology, and Chromebook Policy, the parent/guardian and student agree to the above terms.

To consent to the above policies, please return to Powerschool Registration.