

TECHNOLOGY DEVICE USE POLICY

Advantage Academy has a technology device checkout program for students in grades Pre-Kindergarten through 12 in an effort to aid in distance learning.

A student's privilege of possession and use of a Chromebook, iPad, Windows laptop, or Hot Spot (a "technology device") issued by Advantage Academy is limited to, and conditioned upon, full and complete compliance with the applicable standards for acceptable use of a device set out in this Student Technology Device Use Agreement, as well as Advantage Academy's Acceptable Use Policy, Student Handbook, and/or Student Code of Conduct.

DEVICE OWNERSHIP

All technology devices issued to students are owned by and are the property of Advantage Academy. Technology devices are issued for educational use only, and use of a technology device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as allowed by the Student Code of Conduct.

Technology Device Distribution and Identification: Students in grades Pre-Kindergarten through 12 will be assigned a technology device to use for distance learning. Technology devices issued to students will be labeled by:

- Record of serial numbers and asset tag;
- Individual student name; and/or
- Device name

TECHNOLOGY DEVICE CARE

Advantage Academy students and parents are responsible for keeping their technology devices in good working order and in good repair.

General Care Rules: Student technology devices are essential tools in helping our scholars learn and achieve. A student may not:

- Leave their technology device in any unsupervised area, including a car.
- Keep or store food or drink next to a technology device when in use or in a backpack.
- Carry the technology device while the screen is open.
- Place any writing, stickers, or labels on the technology device that are not provided or directed by Advantage Academy.
- Reconfigure or change the hardware of the technology device in any way.

Technology Device Transportation: Each student may receive a sleeve/bag for carrying the technology device. The sleeve/bag provides sufficient protection for normal treatment and is a suitable way to carry the technology device. When transporting an assigned technology device, students must:

- Shut down the technology device before moving to conserve battery life.
- Place the technology device in the sleeve/bag when carried.

- Remove cords, cables, and removable storage devices before placing the technology device in the sleeve/bag.

Screen Care: Technology device screens are delicate and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Students need to be mindful of the following:

- Do not lean or place anything on the top of the technology device when it is closed.
- Do not place anything near the technology device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the display.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the display with a soft, dry cloth or anti-static cloth.

TECHNOLOGY DEVICE SECURITY

Password Protection: Students must password protect their assigned technology device. Students are expected to promptly provide the passwords to the system administrator upon request. Students are not to loan a technology device to other students or borrow a technology device from another student, or share passwords or user names with others.

Storage: Technology devices must be stored in a secure area. Students may not store a technology device in a car at any time for any reason. Students should be sure nothing is placed on top of a technology device when it is being stored.

Lost, Stolen, or Damaged Technology Devices: If a student loses an assigned technology device, the technology device is stolen, or the technology device is damaged, the student must immediately notify a staff member or the campus principal. If a police report is filed, the student is expected to cooperate and provide truthful information. A student whose technology device is lost, stolen, or damaged due to a violation of this Student Technology Device Use Agreement, purposeful action, and/or negligence is subject to consequences as outlined in this policy.

If a lost or stolen technology device is not recovered or if a technology device is damaged, the student and the student's parent(s) or guardian(s) are financially responsible for the technology device, the student's parent(s)/guardian(s) will be liable to the School for the reasonable market value of the equipment and/or accessories as of the date of loss forfeits the right to free instructional materials and technological equipment until all instructional materials and technology devices previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian as allowed by Texas Education Code § 31.104.

See Hardware Replacement Procedures for more information concerning Lost, Stolen or Damaged Technology Devices.

TECHNOLOGY DEVICE SETTINGS

Screensaver/Desktop Image: Students may select a screensaver and desktop image from those pre-loaded on the technology device.

Music: Students may not download or save music on the technology device.

Games: Technology devices are provided for instructional use only. Unless permission is granted by Advantage Academy, students may not:

- Play Internet games on the technology device.
- Download, save, or install any games or non-school related applications or programs on the technology device.

FILE MANAGEMENT

Students are responsible for ensuring that their work on the technology device is not lost due to mechanical failure or accidental deletion.

SOFTWARE

Originally Installed Software: Each assigned technology device will have software pre-installed. Students may not remove or alter the originally-installed software unless specifically instructed to do so by a teacher or system administrator. Students may not download or install any additional software unless specifically instructed to do so by a teacher or system administrator.

Inspection: Technology devices may be checked periodically to ensure that no new software has been added, and software that is no longer needed has been removed. Students may also be selected at random to provide their technology device for inspection by a system administrator.

Virus Protection: All technology devices are equipped with anti-virus protection software. This software will scan for known viruses on boot up. If a virus is found upon scanning, the student must immediately report the virus to a system administrator.

PRIVACY AND SAFETY

Students are expected to take precautions to protect their privacy and security when using an assigned technology device. Students should not:

- Enter chat rooms or send chain e-mails without written permission of a teacher or administrator.
- Open an e-mail or any attachment from a sender that the student does not recognize, without first consulting and receiving permission from a teacher or administrator.
- Open, use, or change computer files that do not belong to the student.
- Reveal their full name, phone number, home address, social security number, credit card numbers, password(s), or any identifying personal information through use of a technology device.

No Expectation of Privacy: Remember that storage in any form on the technology device or any network provided or maintained by Advantage Academy is not private or confidential.

E-MAIL USE

When sending and receiving e-mail communications using an assigned technology device, students must adhere to the following rules:

- Use appropriate language.

- Refrain from transmitting any language or other material that is profane, lewd, obscene, abusive, bullying, or offensive to others.
- Do not send mass or chain emails, or spam emails.
- Do not engage in private chatting or e-mailing during class without express permission from the teacher.

All e-mail sent and received on a technology device belonging to Advantage Academy is subject to inspection by Advantage Academy at any time.

LEGAL CONSIDERATIONS

Student use of technology devices must comply with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or the principal.

Students may not plagiarize the work of others and must give credit to all sources used, whether quoted or summarized. This includes all forms of 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 disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by Advantage Academy.

FINANCIAL RESPONSIBILITY

If a technology device is lost, stolen or damaged, the student and the student’s parent(s) or guardian(s) are responsible for the cost of repair or for the device’s fair market value on the date of loss or damage.

Technology Device Type	Fair Market Value
Chromebook	\$400
Laptop Computer	\$700
Internet Hotspot	\$250
iPad	\$400

Advantage Academy will not pay for loss or damage caused by or resulting from the following:

1. Loss of data caused by surge, lightning, or inappropriate electrical use;
2. Dishonest, fraudulent, or criminal acts;

3. Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their affects by being missing on grades, GPAs, special group considerations such as valedictorian, college or university admission, or employment. Students are responsible for backing-up their own data. A repair claim will only cover material issues with the device, not lost opportunities or data;
4. Loss caused by failure to use all reasonable means to protect the technology device that has been damaged; or
5. Disappearance not accompanied by a police report.

The IM Manager, IT Director and COO shall determine replacement and repair situations.

TERMS OF POSSESSION

A student's right to use and possess an assigned technology device terminates not later than the last day of distance learning, as determined by Advantage Academy, unless earlier terminated by Advantage Academy or upon a student's withdrawal from Advantage Academy.

Failure to timely return a technology device and the continued use of a technology device for non-school purposes without the consent of Advantage Academy may be considered unlawful appropriation of School property, which may lead to prosecution.

CONSEQUENCES

If a student fails to timely and fully comply with all terms of this Student Technology Device Use Agreement, including timely return of an assigned technology device, the following consequences may result:

First Offense: The student will receive a written warning and/or receive a one-week suspension from technology device privileges, depending on the circumstances and severity of the violation. *The student's parent or guardian will be contacted.*

Second Offense: The student will receive a two-week suspension from technology device privileges. *The student's parent or guardian will be contacted.*

Third Offense: The student will be suspended from technology device privileges for a period of time to be determined by School administrators based on the circumstances and severity of the violation, not to exceed one full school year. *The student's parent or guardian will be contacted.*

Consequences may not necessarily be followed in order, and progressive consequences are not required depending on the circumstances and/or severity of any particular violation of this policy. Students who fail to abide by the guidelines and requirements of this Student Technology Device Use Agreement may also be subject to additional disciplinary consequences under the Student Code of Conduct.