

The Carolina Academy

Student Chromebook Acceptable Use Policy and User Agreement

Overview

The following policies refer to the use of a Chromebook, an individual student computing device. Students are also required to follow all the guidelines outlined in the “Technology” section of The Carolina Academy Student handbook. As TCA’s technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and updated. Please refer to The Carolina Academy’s website for the most up-to-date information.

All students in grades 3K – Grade 12 with a signed Acceptable Use Policy on file at the school will have access to a Chromebook. Students in grades 3K - grade 4 will have access to Chromebooks throughout the school day, and these will be stored in charging lockers when not in use. Students in grades 5-12 will be responsible for carrying his/her Chromebook to every class and to take it home daily for charging.

Distribution of Chromebooks

1. Each student will receive a Chromebook formatted by The Carolina Academy once an Acceptable Use Policy is signed and returned to the school.
2. A parent/guardian may choose not to have their child participate in the 1 to 1 Chromebook Initiative by signing the Opt-Out Statement. The Carolina Academy cannot guarantee equal access to materials and/or quality of materials to students opting out of the 1 to 1 Chromebook Initiative.
3. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks and will include fees and possible legal action against the individual.
4. Students who leave The Carolina Academy during the school year must return their Chromebook and any accessories at the time of their departure. Failure to return a Chromebook in a timely fashion may result in legal action.

Student Use of the Chromebook

1. The Chromebook is the property of The Carolina Academy and may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school-supplied email service.
2. The Chromebook comes equipped with both a front and rear camera and video capacities and should be used for instructional purposes only. Students should not publish a photograph or video of any school related activity.
3. Students in grades 5-12 are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action per the school's handbook.
4. Students in grades 5-12 are responsible for bringing their Chromebook to school fully charged. A student's failure to bring their Chromebook charged will result in disciplinary action.
5. In order to ensure that each student at The Carolina Academy is conforming to the Academy's philosophy of preparing its students for productive lives and the opportunity to pursue higher education after graduation, the following school academic policy will be applied:

"Not Ready to Learn" - Any student who comes to school without materials or without homework assignments shall be considered Not Ready to Learn and will be subject to the following disciplinary actions:

 - 1st time - Warning and parents called.
 - 2nd time - 5 days of recess detention and required conference with guidance counselor
 - 3rd time – Parents called to pick up student, conference with guidance and 10 days recess detention.
 - 4th time – Immediate suspension and an administrative hearing will be scheduled.
5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, or gang-related images are not permitted and such actions are subject to disciplinary action.
6. A student may download non-explicit music and apps.

7. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
8. The school issued Chromebook is designed as a tool for learning. Misuse of the Chromebook will result in disciplinary action.
9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. All students in grades 5-12 are expected to take their Chromebook home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the Chromebook at home.
11. The Carolina Academy makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

Care and Maintenance of the Chromebook

1. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your school's main office as soon as possible. Chromebook repair/replacement options will be determined by school administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. While the Chromebook is scratch resistant, it will scratch. Avoid using any sharp object(s) on the Chromebook.

The Carolina Academy
Chromebook Acceptable Use Policy and User Agreement

6. The Chromebook comes with a case. The role of the case is to protect it. The case should always remain on the Chromebook.
7. Avoid placing weight on the Chromebook.
8. Never throw or slide a Chromebook.
9. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.
10. Each Chromebook can be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
11. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
12. Students should not lend their Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
13. The Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
14. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. For students in grades 5-12, Chromebooks should be charged at home.
15. The Chromebook and its case must remain free of stickers, skins, writing, painting, or any other forms of adornment.

Cost of Chromebook, Apps, and Accessories

1. It is the parent's/guardian's responsibility to cover the cost of the school issued Chromebook and/or accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. The replacement cost of the Chromebook is approximately \$400. The cost for accessory replacement includes, but is not limited to:
Power Charger (\$60)
Case (\$40)
School issued software applications (apps) are needed for student learning and should not be deleted.
2. Modifying the settings of the school issued Chromebook or deleting school issued software applications (apps) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen Chromebooks

1. If a school issued Chromebook is damaged, lost, or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a report by the parent/ guardian may be advised at that time.
2. If a police report is filed for a lost or stolen Chromebook, The Carolina Academy may deploy location software which may aid the administration in recovering the Chromebook.
3. Students who unenroll from The Carolina Academy during the school year must return the Chromebook, along with any issued accessories, at the time they leave the school. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

The Carolina Academy
Chromebook Acceptable Use Policy and User Agreement

I have read and understand the terms and conditions of the Chromebook Acceptable Use Policy and User Agreement and agree to all its terms and conditions.

_____	<u>Acer Spin11</u>	
Student Name	Make / Model	Serial Number
_____	_____	
Parent/Guardian Name (Please clearly print)	Grade	
_____	_____	
Student's Signature	Date	
_____	_____	
Parent/Guardian Signature	Date	
_____	_____	
<u>May 23, 2019</u>	_____	
Agreement End Date	Date Returned	

Chromebook OPT-OUT Statement

I understand that my child will not have access to a school furnished Chromebook. I understand that TCA does not guarantee equal access to materials and quality of materials, and that my child's grade has the potential to suffer as a result in diminished access and quality of materials. I acknowledge that opting out is my choice and understand that a phone is not an acceptable device for use at school. My child is expected to follow all guidelines and discipline policies with any device that I allow them to take to school. I understand that opting out will not impact my child's accountability for all assignments.

_____	_____
Student Name	Grade

Parent/Guardian Name (Please clearly print the above information)	
_____	_____
Parent/Guardian Signature	Date

Date Returned	

Media Release and Authorization Form

My signature serves as authorization for The Carolina Academy to:

- collect samples of my child's work
- take photographs of
- make audio and/or visual recordings of

my child and/or me throughout our involvement with school, athletics, clubs, etc., with The Carolina Academy. I understand that The Carolina Academy may present, publish and/or edit for publication any of the above materials to be used for educational or informational activities.

No commercial use of my image, voice or work will be allowed without further permission from me.

Student Name (Please print)

Grade

Parent Signature

Date