

## **Legacy Christian Academy Acceptable Use Policy (AUP)**

### **Daily Academic Technology Expectations:**

Students are required to bring their Chromebooks to school every day as part of their required supplies. Teachers design classroom activities on the basis of students having access to their devices. Some student's course books may only be available digitally. Teachers may also require students to complete assessments or activities using their Chromebooks in the classroom. Students who leave them at home or bring them not fully charged will be considered unprepared for class. Students may not assume that an electrical outlet or charger will be available in the classrooms. Missed assignments due to not having a charged Chromebook in class or failing to bring a device to school will incur a late penalty and potentially a deduction in participation points. A limited number of devices for renting will be available on a first-come-first-serve basis in the Chromebook Helpdesk if one is forgotten. Students who repeatedly do not have their Chromebook will be referred to the Secondary Principal.

### **Technology Usage Guidelines:**

1. Students are to use LCA Chromebooks for strictly academic purposes. Examples of websites or images that may not be viewed on an LCA Chromebook include but are not limited to the following: recreational use of social media sites such as Twitter, Instagram, YouTube, etc., shopping sites such as Amazon, gaming or gambling sites, pornographic or otherwise sexually explicit sites, sites promoting "how to" documents encouraging violence or illegal acts, and sites that promote racism or hate speech.
2. While LCA's Google Workspace for Education subscription offers several core services such as Gmail, Drive, Calendar, and Classroom, additional Google services and third-party applications may be approved by LCA employees to be used strictly for academic purposes. Some of these services include Google Play Store, Chrome Web Store, Google Translate, Google Maps, and YouTube. By signing this AUP you are giving consent for your child to use these additional Google services and third-party applications if approved by the appropriate LCA employee, as noted above. For additional information on Google's services and Google's privacy and security practices, see the Parent Page at [https://www.legacyknights.org/legacy-life/parents\\_new.cfm](https://www.legacyknights.org/legacy-life/parents_new.cfm).
3. Cell phones, wireless earbuds, and smart watches are to be locked in Yondr pouches from the moment students arrive on campus until the end of the school day. Any electronic devices of this nature outside of their pouch will be confiscated. Continual violation of this policy will result in further disciplinary action.
4. Students may not use technological tools with malicious intent, for example, to bully or harass others, including creating false accounts to embarrass, harass, or intimidate others. Students may not knowingly post information that could cause damage or the danger of disruption to LCA or any other organization or person.
5. All students must respect the privacy of others. Any attempt to access private electronic files, phone, or email messages is considered theft. All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, LCA may review communications to maintain system integrity and ensure that users are using the system responsibly.
6. Students may not in any way vandalize equipment or software that belongs to LCA or any other organization to which LCA has access. Examples of unacceptable behavior include but are not limited to the following: damaging, hacking, or destroying networks, computer hardware or software, physical abuse to equipment the creation or intentional use of malicious programs.
7. If damage occurs to any LCA technology equipment, devices, or software, whether accidentally or with intent, the damage should be reported to a teacher or administrator. Students should not

attempt to self-repair or troubleshoot technology problems. Students may be held responsible for the cost of repairing devices or equipment. LCA recommends students use bookbags that have extra thick padding to help protect their Chromebooks.

8. Students who are issued an LCA email are expected to check and read it daily. Faculty and administrators use email to communicate with students and for official notices.
9. Students may never share their LCA account password with anyone else. Students are responsible for all actions taken on a Chromebook or the LCA network under their username and account password. Stolen or lost passwords should be reported and changed immediately.
10. Students may not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language.
11. Students may not use LCA technological systems for any purpose that is illegal and/or violates school rules.
12. Students may not use their own personal technology devices during school hours (e.g. personal laptops, ipads, cell phones) instead of school-owned devices. Opting for personal technology instead of school designated technology is not an option.
13. Students may not misuse LCA or personal distribution lists or discussion groups for sending irrelevant messages.
14. Students may not use LCA technology systems or devices for private gain or any commercial purpose not under the official umbrella of an LCA course.
15. Students must adhere to the license agreements for installing/copying software that is purchased by the school.

**Student Agreement and Compliance:**

I accept and agree to abide by the guidelines and rules in the LCA Acceptable Use Policy for Technology. I realize that the use of technology at LCA is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking my use of technology, disciplinary action, and/or expulsion from school.

I will be a good steward of computer equipment, and I will not tamper with hardware, software, or desktop configurations. I agree not to participate in the transfer or viewing of inappropriate or illegal materials through the LCA internet connection. I understand that in some cases the transfer of such material may result in legal action against me.

Student Printed Name: \_\_\_\_\_ Parent Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_