

Lincoln Academy Charter School

Student Technology Acceptable Use Policy



1:1 Mission Statement

At Lincoln Academy we have transitioned to a 1:1 technology program where each 1st - 8th grade student is assigned a school-owned digital learning device for use during the school year. This assigned device may be a Chromebook, laptop, or tablet that gives each student the opportunity to access highly engaging, interactive, and transformational learning. Through the effective use of these digital devices, students will participate in more 21st Century geared classroom interactions and learning opportunities which are even more personalized, individualized, and differentiated. As students interact with the content, they will be in the role of producers, evaluators, and interpreters of knowledge as teachers facilitate their students' collaboration and engage in authentic learning tasks. Please note while each 1st -8th grade student is assigned a device, currently only 7th and 8th graders will be allowed to take their assigned devices off campus for use at home. All devices used for PreK-6th grade students (assigned or common use) will remain on campus except as needed for calamity days. The guidelines and procedures outlined below are subject to periodic updates and revisions.

Acceptable Use

Access to Lincoln Academy technology is a privilege, not a right. Each student and parent will be required to follow the guidelines in this policy and those outlined in the [LA Internet Acceptable Use Policy](#) as well as all other Lincoln Academy and Jefferson County Public Schools policies.

Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software.

Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, teacher, principal, or technology director, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.

Students are responsible for the ethical and educational use of the technology. Please understand that it is impossible to define every instance of responsible and irresponsible use and, therefore, what constitutes "responsible use" will be at the discretion of the teacher, technology director and/or school administrators.

Privacy, Safety, & Legal Property

- Never share your password with anyone.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers or passwords to anyone, including online contacts.
- Do not open, use, or change files that do not belong or have not been given permission.
- Remember that data storage and transmission, including email and online usage, are not private or confidential as all Chromebook equipment and school-provided accounts are the property of Lincoln Academy and Jefferson County Public Schools, which reserves the right to inspect all data and the data transmissions of its students.
- As students use their Chromebooks within our building, they will access the internet using our network, which is filtered for their safety. Student accounts are also filtered and monitored by the Jefferson County School District with Securly. No filtering system is perfect. They utilize rules or patterns to look for inappropriate content in words or images online. Sometimes medical pictures, references, and dynamic content make their way through filters. Because of this, we communicate expectations around classroom management to our staff. Teachers also incorporate digital citizenship

lessons into students' curriculum. However, active monitoring while communicating expectations and boundaries clearly with children is the best way to keep them safe online. If obscene or offensive material is inadvertently accessed, exit the site immediately and report any inappropriate content to the classroom teacher or an administrator so that filters can continue to be adjusted.

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media such as graphics, movies, music, games and text. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal laws will result in criminal prosecution and disciplinary action.

Email and Electronic Communication

Always use appropriate and proper language in your communication. Do not transmit language or material that may be considered profane, obscene, abusive, or offensive to others. Do not send mass emails, chain letters or SPAM.

Email & communications are subject to inspection by the school and the district at any time and should not be considered private.

School Owned/Issued Devices & Chromebooks

Chromebooks will be distributed to classrooms and students at the beginning of each school year for all students in grades 1-8. The device will be assigned to your student for the school year.

ALL Devices may be selected at any time for inspection. The purpose will be to check for proper usage, care and maintenance of the device.

PreK and Kindergarten students will have access to classroom ipads, chromebooks and computer labs as needed but will not be assigned a dedicated device. PreK and Kindergarten students will NOT be charged a Personalized Tech Use fee.

Grades 1-4 - Devices will be assigned to each student, but kept in a classroom cart and managed by their classroom teacher. Loaners will be available for use at the teacher's discretion.

Grades 5-6 - Devices will be assigned to each student, and kept in the student's homeroom to be picked-up each day for use on campus ONLY. Students will be responsible for taking the device to each class during the day and returning it to the homeroom cart to charge. These devices are NOT allowed to leave campus. Loaners may be available at the 5-6 Technology teacher's discretion.

Grades 7-8 - Devices will be assigned and checked-out to each student along with a charger and will be the responsibility of the student to bring the device ready for learning to class each day. These devices are expected to be used both in the classroom and at home for school related work and assignments. Loaners may be available for malfunctioning Chromebooks in repair at the 7-8 Technology teacher's discretion. Students are responsible for charging their devices each day at home. Limited charging stations may be available in classrooms, but loaner chargers will not be provided. Extra or Replacement Chargers may be purchased separately.

Parents/Guardians and Students MUST agree to and SIGN this **Lincoln Academy Technology Responsible Use Acknowledgment** ([ONLINE ACKNOWLEDGMENT FORM](#)) and acknowledge the policies outlined in the [LA Internet Acceptable Use Policy](#), along with all District Jeffco technology policies at registration and before a Chromebook can be properly issued to your student. ***There are NO exceptions to this rule.***

Chromebooks will be collected at the end of each school year. In most cases, the same device assigned to your student will be returned to him/her at the start of the next year depending on the rotation of devices in grade levels.

Fees and Fines Associated with Chromebooks

An annual **Personalized Technology Use Fee** will be charged for regular use, maintenance, management and software associated with the 1:1 school-owned device. Much like a textbook fee, this

fee will be charged to all students in grades where a specific device is assigned to the student for the school year (currently grades 1-8).

For grades 1-6: The device will remain the property of Lincoln Academy Charter School and will remain on school property at all times.

For grades 7-8: Lincoln Academy will be implementing a 1:World format. The device will remain the property of Lincoln Academy Charter School but will be expected to go home with the student during the school year for completing school-related assignments per the guidelines below.

The Personalized Technology Use Fee does not cover a damaged or lost/stolen device. Please see a list of damage & repair related fines below. In order to maintain continuity of instruction and keep safety a priority, students are NOT permitted to bring their own devices for regular instruction during the school day or connect to the school's network. Security of online content, access to applications and software pushed out to school-owned devices, service and maintenance, and required software and device updates cannot be appropriately maintained on personal devices.

Repairing/Replacing Your Chromebook

All School-owned Chromebooks must be repaired and maintained by Lincoln Academy.

The fines associated with repair are estimated below. Fines are subject to change based on the model of Chromebook, cost and availability of and parts.

Touchpad	Power Cord/Charger Replacement	Keyboard Repair	Broken Screen Repair	Lost/ Unusable Device
\$30**	\$25*	\$50**	\$60**	\$200-\$300**

****New Chargers can be purchased through our Front Office***

*****Fine can vary depending on age/model of Chromebook and cost of parts needed***

Lincoln Academy reserves the right to charge fines for the cost of repairs and/or an entire replacement cost at their discretion if negligence is determined on the handling of the device.

If the device is stolen while off campus, parents/guardians and students are responsible for obtaining a police report. The school will not provide loaner chargers, and cannot not return a repaired Chromebook to the student until the repair fine is paid. Fines for damages are expected to be paid in a timely manner.

Taking Care of Your Chromebook & General Precautions

Students are responsible for the general care of the Chromebook and any accessories assigned.

Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher as soon as possible so that the issue can be taken care of accordingly. Chromebook screens & ports can be easily damaged, therefore please follow these precautions and guidelines at all times:

- Do not lean or put pressure on the top of the Chromebook when it is not in use.
- Do not store in the open position or in non-temperature controlled areas.
- Do not place anything on top of the Chromebook when the screen is closed.
- Do not place anything in a backpack that will press against the cover or get wedged in to open ports.
- Do not place anything on the keyboard before closing the lid (i.e pens, pencils, booklets, etc.)
- Do not use cleaning chemicals on your device - you may clean with a soft, dry microfiber cloth.
- Never have food or drink around your device and report any contact with liquids after powering off.
- Never transport your Chromebook while the screen is open. Lids must be closed and secure while moving, especially between classes and in busy hallways.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Improper use or negligence that results in damage will be charged to the student. Broken USB ports or Charging ports can result in damage to the main board and result in irreparable damage.
- Chromebooks & chargers should not be altered in any way. No writing, drawing, or personal stickers.
- District and/or School labeling tags must not be removed or altered in any way. Doing so will result in disciplinary action and fines.
- Students should only login to a school Chromebook using their own District Google account.
- Chromebooks may never be left in an unsupervised or unsafe area:

Unsupervised areas include the school grounds and campus area, cafeteria, computer labs, athletic fields or courts, locker rooms, unlocked classrooms, hallways, personal vehicles, etc. Any Chromebook left in these areas is in danger of being stolen. If one is found, please notify a staff member immediately. The Chromebook will be confiscated and disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

1:1 Device Care Handout

Grades PreK-6 Device Use

In addition to the above guidelines, students will follow teacher guidelines for usage, care, and storage of the devices. These devices are not permitted to leave school grounds without specific permission from School administrators. In the event of the need for remote learning (EX. School closure due to pandemic), school officials may permit grades 1-6 to bring devices home. If this occurs, all guidelines currently in place for grades 7-8 will apply.

Grades 7-8 Device Use

Students will be expected to take their devices home with them during the school year for completing school-related assignments. Students are responsible for bringing their Chromebook charged and ready to use for learning in each class, unless advised to not do so by their teacher.

Lincoln will not be providing overnight storage or charging for these devices. Limited charging stations may be made available at the teacher's discretion, but loaner chargers will not be provided.

Chromebooks should be kept with students at all times, unless stored in a locked location.

Chromebooks should never be stored in locations of extreme heat or cold - this includes motor vehicles during extreme temperatures.

If a student leaves his/her Chromebook at home, they will be allowed a phone call to their parent/guardian to bring it to school. If unable to contact parents/guardians, at the discretion of the technology dept. and/or teacher, the student may have an opportunity to use a loaner device if available. All above policies apply to loaner devices and students will be held financially responsible for any loss or damage to loaner devices while checked out to them.

Chargers will NOT be available for check-out or loan. Lost or Damaged Chargers should be reported immediately and replacements may be purchased from the front office. (Please know your Chromebook Model when requesting a charger purchase)

Protective cases or sleeves are highly recommended for students transporting devices to and from school. All current student chromebook devices have a 11.6" screen size.

Jeffco District-supplied Internet filtering is provided for use outside of school district buildings while logged into the Student's District account - please contact Jeffco or your school for more information.

Returning the Chromebook (Grades 7-8 or remote learning loans)

All Lincoln Academy Charter School-owned Chromebooks and any accessory assigned by the school (charger, mouse, headphones, case, etc.) must be returned at the end of the school year.

Students leaving Lincoln Academy must return Lincoln Academy owned Chromebooks and any accessory assigned by the school to the classroom teacher or to the front office before leaving.

Any Chromebook and any accessory assigned by Lincoln Academy that is not returned will be considered as stolen property, fines will be applied, access to the device will be locked and law enforcement agencies may be notified.

Consequences of Inappropriate Use


The student in whose name a system account and/or device hardware is issued will be responsible at all times for its appropriate use. This means that if you let someone else use your Chromebook while you are logged into your account, you are responsible for their actions. To prevent this from happening, NEVER loan your device to another individual and ALWAYS logout of your device before stepping away

-even for just a minute. If you are responsible for causing harm to someone else's assigned device or a common use school-owned device, even if accidental, you will be held responsible for the cost of repairs. Non-compliance with the policies of this document, [Jeffco Schools Technology Use Agreement](#) or the [LA Internet Acceptable Use Policy](#), will result in disciplinary action from a classroom teacher and/or school administrators. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by Jefferson County and the Colorado Open Records Act and, if a proper request is made, the appropriate authorities will be given access to your device and/or account.

Technical Support

Technical support will be available and handled through the [Technology Department](#) at Lincoln Academy Charter School in cooperation with Jefferson County Public Schools and will include:

- School-owned hardware maintenance and repairs
- School-owned operating system, software and network configuration
- Student User account support



Please click the link below to Acknowledge and submit a digital Signature for the Agreement outlined above:

[ONLINE ACKNOWLEDGMENT SIGNATURE FORM](#)