

Lincoln Academy Charter School

Student Technology Acceptable Use Policy



1:1 Mission Statement

At Lincoln Academy we have adopted 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](#), [Lincoln Academy Handbook](#) and all 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, summarized, or generated by artificial intelligence (AI). Any AI-assisted content (including text, images, code, or other media) must be clearly acknowledged. 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.

Personalized Technology Use Fees

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 damaged or lost/stolen devices or accessories. Please see damage & repair related information section 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 on a personal device. Security of online content, access to applications and software pushed out to school-owned devices, service and maintenance, required software and device updates cannot be appropriately maintained on personal devices.

Taking Care of Your Chromebook - General Guidelines & Precautions

Students are responsible for the general care of the Chromebook and any accessories assigned to them and for proper treatment of all school-owned devices and equipment. Chromebooks that are broken, or not functioning properly, should be reported to a classroom teacher immediately so that the Technology Department can record, assess and repair them. Parents/Guardians should encourage their Students to follow the precautions and guidelines below at all times to avoid unnecessary damages:

- Ensure your Chromebook is placed/stored in a safe, clean, dry location at all times - avoid high-traffic, cluttered, unsupervised, unsafe or non-temperature controlled areas.
- Transport your Chromebook in a safe, secure manner - close screen when moving from or leaving locations
- Clear all items from the keyboard before closing the lid prior to storage (i.e pens, pencils, booklets, etc.)
- Insert power cables & USB devices with care - Broken ports can result in irreparable damage to main board.
- Keep food & liquids away from your device - Report any contact with liquids after powering off immediately.
- Clean ONLY with a soft, dry microfiber cloth - Never use cleaning chemicals or spray liquids on your device.
- Keep Chromebook charged above 10% and reboot at least weekly to install necessary updates.
- Keep Chromebook and charger in their original condition—no writing, drawing, or personal stickers allowed.
- Leave all District or School labeling unaltered and legible to avoid disciplinary action and fines.
- Use ONLY your District Account w/ your assigned device - Using another student's account/device is prohibited
- Always use your Chromebook for appropriate, educational purposes only - your account may be

1:1 Device Care Handout

Grades PreK-6 Device Use

In addition to the above guidelines, students are expected to follow all classroom 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 and will be stored and charged in a locked location in the classroom. If the need for remote learning arises,(ie. Long-term school closure, student illness), Lincoln Academy can arrange for temporary use of an assigned device for use off site. In the case of off-site device use, the guidelines currently in place for grades 7-8th grade detailed below will apply.

Grades 7-8 Device Use

Students in 7th & 8th grades will be expected to take their devices home with them during the school year for completing school-related assignments and to return them to school charged and ready for use in each class. Lincoln will not be providing overnight storage or charging for these devices. Limited charging stations may be made available at school at the teacher's discretion, but loaner chargers will not be provided. Chromebooks should be kept with students at all times, or stored in a safe, locked location away from 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 borrow 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 note the Chromebook Model when purchasing a charger)

Repairing/Replacing Damaged Chromebooks

Lincoln Academy reserves the right to impose fines for the cost of repairs and/or device replacement at their discretion for any borrowed device damaged due to negligence or intentional actions. All School-owned Chromebooks must be repaired and maintained by Lincoln Academy. Attempting self-repair or acquiring third-party repair may result in further damages and additional repair charges. The fines associated with repair are **estimated** below. Fines are subject to change based on the model of Chromebook and cost/availability of parts.

Broken Screen Repair	Key/Keyboard Repair	Lost Charger Replacement	Lost/ Unusable Device
\$60**	\$50**	\$25*	\$100-\$300**

**New Chargers can be purchased through our Front Office, please check model compatibility*

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

In addition to the repair fines listed above, students may be assessed additional fines for intentional damages to any Lincoln Academy equipment regardless of assignment. This includes, but is not limited to, intentional screen cracks, key removal, inappropriate markings, damage to device labels, or any form of malicious destruction to any school-owned device or accessory. Lincoln Academy also reserves the right to charge a replacement fine for devices that are repeatedly damaged, rendered unusable due to neglect or intentional harm, or not returned at the end of the school year.

Fines for intentional damage may be higher than the standard repair costs and are determined based on the severity of the damage. Students who repeatedly damage their Chromebooks or those of others may face escalating fines and disciplinary actions, in addition to the standard repair or replacement fines. While a student's assigned device is being repaired, a loaner device will be assigned to the student for use during class. Loaner devices must remain on campus unless specific approval is granted by administration. Loaner chargers will not be provided to individual students; however, charging stations may be available in some classrooms.

If the device is lost, stolen, or damaged off-campus, parents/guardians and students must report the incident to the Lincoln Academy front office promptly. In the case of theft, a police report must be filed, and a copy of the report should be provided to Lincoln Academy.

All fines for damages, repairs or loss will be added to the Student's Jeffco Fee Payment account and are expected to be paid promptly. Any outstanding fines may follow the student even after leaving Lincoln Academy and may be pursued through appropriate channels if not resolved before departure.

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 may be held 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. Lincoln Academy and Jefferson County Public Schools cooperate 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.


Device Turn-in (Grades 7-8 or Remote Learning Loans)

All Lincoln Academy Chromebooks, along with any accessories provided by the school (charger, mouse, headphones, case, etc.), must be returned at the end of each school year. Students who are leaving or graduating from Lincoln Academy must return their assigned Chromebook and any loaned accessories to their classroom teacher or front office before departure. Failure to return any Chromebook or accessory in a timely manner will result in restricted access to the device, fines, and/or potential notification of law enforcement agencies.

Technical Support Provided

Technical support will be available and handled through the Lincoln Academy [Technology Department](#) 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](#)