



## King's Christian Academy Chromebook/Device Policy and Agreement

### Overview

King's Christian Academy (KCA) will issue 7<sup>th</sup>-12<sup>th</sup> grade students Chromebook computers. These Chromebook computers are owned by Roanoke City Public Schools (RCPS) and provided to KCA. As such, while KCA students may use these devices, they will need to be returned, in full working order, to RCPS. They will be able to be taken home and used at school.

These devices are a great blessing- they will enable students to have a regular resource, promote student learning, will facilitate any student who has to engage in virtual learning for any reason, and will give all students an even learning platform. It is important to use these devices respectfully and in the ways outlined in this document.

Individual teachers will dictate if/when these can be used in class. Devices used inappropriately (i.e. taken out when not authorized, used to distract or not according to teacher instruction, not being handled safely, devices that are lost etc.), will be taken and a \$25 fee applied to their Praxi account until the fee is paid and student makes restitution in apologizing to the teacher and speaking with the school administration.

Students issued one of these devices will be fully responsible to ensure it remains in working order, clean, and is returned at the conclusion of the year. Any devices that are not returned, that are returned damaged, are missing charging cords, or that are returned fully broken will result in **up to a \$250 fee** on the student's Praxi account. School records, including graduation information, will be withheld until the fee is paid. **Please note that this applies if your student is responsible for damaging another student's device. If your student opts to share their device for any reason and it is damaged/missing parts, your student will be responsible for the full amount of damage/repair/replacement parts.**

### Device Ownership and Alternate Devices

RCPS is providing KCA with Chromebook computers to issue to students in the 6<sup>th</sup>-12<sup>th</sup> grade. These devices are for students to use in class and on homework/projects related to KCA academics at home. Students, and their families, who are issued a device, have no ownership of the device at any time. KCA and RCPS retain the right to restrict or remove the use of these devices at any time.

Please note that unreturned (or missing parts) or damaged computers will result in Praxi fees to repair damage up to the cost of replacing the computer. Records will be withheld until the fees are paid.

**Do not write on the device, put stickers on, or remove computer/products identifying stickers from devices or charging cords.**

**Students are not permitted to bring personal devices.**

### **License Agreement**

The Chromebook computers are required to be used as instructed, according to the device “hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections” (The Church Academy, 2015) as well as KCA policy. If students violate these licensing agreements or KCA policy, they may have their access to the computer restricted or revoked entirely.

### **Device Safety, Security, and Usage**

There is no way to fully prevent devices from being misused, from receiving a virus, or from providing access, intentional or otherwise, to potentially sensitive, controversial, or inappropriate materials. This document will include an acknowledgement of this and will release KCA and RCPS from any liability or claims. It is the responsibility of the student to practice computer-safe behaviors and of the family to instruct the student on how to safely navigate their devices. KCA requires that parental supervision be provided when students are using these devices.

Computer Safety Skills (This is not an exhaustive list- please always use caution and ask if you're not sure):

- Keep anti-virus protections up to date
- Keep safe search on
- Do not enter sites that are labelled as unsafe or that are unfamiliar to you
- Use the computer only for its intended purpose (no social media, for example)
  - Do not use this device to communicate with anyone outside of KCA (and with KCA individuals only for intended academic purposes)
- Do not share the computer with anyone else
- Do not share personal or financial information
- Keep your privacy settings set and on
- Practice safe searching/browsing (be careful what you search and how you search for it)
- Be very selective about what you download- ensure it is a site you trust and a material you need
- Use varied and safe passwords
- Do not make online purchases from your KCA device  
(Contributions from: Kaspersky, n.d.)

**General care:** Students are responsible to keep their devices clean, working, and charged. Damaged devices or devices left unattended will be subject to a fee.

KCA will keep a catalog of these devices.

**Transportation and Storage:** Students should keep their devices in their bookbags for transportation and storage during school (computers can be kept in a student's locker, but will need to be placed carefully so as to avoid damage. If a device goes missing, the student is responsible.). Students should not have devices open when moving in/outside the building or when not using the device. **Do not stack the laptop among other books.**

**Misuse:** Students who misuse their devices (i.e. use it for things other than school-related activities), have it open when a teacher has not authorized this in class, use it illegally or unethically, who violate KCA policy, or use the device to access objectionable materials may not only lose use of the device, but may be subject to disciplinary measures and/or fees. Students are subject to these same measures if found to violate these policies with another student's computer. Students who lose or otherwise have not access to their device (other than repairs needed due to a device defect not caused by use) will be responsible for all missed work and may receive "0's" for participation, classwork, etc. at a teacher's discretion.

What constitutes misuse is at the discretion of KCA Administration/Leadership.

**Privacy:** KCA will assist in providing access to security software and safeguards for computer searches. Families and students, however, are primarily responsible for this.

KCA-issued Chromebook devices will be set up with a username and unique password, which will be kept in the KCA office.

*Students should not share passwords, exchange devices, or change passwords.* Students found to be changing passwords, exchanging devices, or changing passwords will be subject to disciplinary action and may lose their device. **No other profiles, other than those created by KCA, will be allowed to be created. Only students who are issued a device may use them. Creating other profiles on your device is considered misused.**

If a student gives another student or person access to their device, that student giving the device will be held accountable for anything that occurs during that time. If a student attempts to hack, damage, or misuse another person's device, they will be held accountable for any damage, fees, and will receive disciplinary action.

**Insurance:** Devices are NOT covered by insurance and the cost to repair or replace the device is the sole responsibility of the student. If another student has damaged the device, that student will be responsible.

### **Disciplinary Measures**

Students may be subject to the following measures, at the discretion of KCA Administration, if they misuse, lose, abuse their devices or fail to follow this policy:

- Loss of device or restricted usage
- Fees of up to 250 if the devices are used outside of teacher instruction, damaged, lost, missing parts, or not returned

- Students may lose privileges or face suspensions/detentions/expulsions depending of the severity of their actions. These will occur at KCA Administration discretion and the KCA Policy.
- Students who lose or otherwise have not access to their device (other than repairs needed due to a device defect not caused by use) will be responsible for all missed work and may receive "0's" for participation or classwork at a teacher's discretion.

### **Loaned Devices**

If a student has need for a device due to an issue with their current devices, additional devices will only be loaned if authorized by and at the discretion of KCA Administration and on a priority basis.

### Agreements

*The agreements are as stated and cannot be modified by the signer. The signed form will constitute full agreement with each element as given by the school.*

Please initial and then sign:

\_\_\_\_\_ I allow my child to use the KCA provided Chromebook device.

\_\_\_\_\_ I understand that, by using this device, my child may encounter material that is controversial, sensitive, or inappropriate. I will instruct my child on how to safely use this device and will not hold KCA responsible for any materials found or otherwise accessed by using this device.

\_\_\_\_\_ I understand that by using this device, my child and I (parent(s)/guardian(s)), am responsible for keeping it clean, protected, and in working order.

\_\_\_\_\_ I understand that I will be responsible for paying a fee of up to \$250 if the device/charger is not returned in full working order, if parts are missing, or if the device/charger are damaged in any way according to KCA and/or RCPS. I understand that my records will be withheld until this fee is paid and that I am required to pay this fee. I understand that these fees will also apply if my child is responsible for damaging, losing, or otherwise misusing another student's device.

\_\_\_\_\_ I understand that KCA reserves the right to, at any time, make changes to the device to add security measures, browsing protection, and any such measures KCA deems necessary.

\_\_\_\_\_ I understand that KCA reserves the right to, at any time, make changes to this policy.

\_\_\_\_\_ I hereby release KCA, its personnel, RCPS, and any individuals/programs affiliated with KCA from any and all claims and damages of any nature arising from my child's use of, or inability to use, the computer.

\_\_\_\_\_ I will instruct my child on the policy in this agreement and will also instruct them on how to safely navigate the computer and provide supervision.

STUDENT: I understand that having this device is a privilege and will practice computer safety while using the device. I will not access inappropriate materials, will not use the device for leisure, and will only use it as instructed in and out of the classroom (signature not required- parent signature below denotes that this form was fully explained to students and their agreement with this form).

PARENT/GUARDIAN:

I have read and am in agreement with the policies, procedures, and guidelines outlined in this document and agree to abide by the terms and conditions of the device and this document. I have explained this document to my student who is in agreement and will follow the stipulations in this form.

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

Parent Name, Printed: \_\_\_\_\_

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

**STUDENT:**

I have read, or have had this document explained to me, and am in agreement with the policies, procedures, and guidelines outlined in this document and agree to abide by the terms and conditions of the device and this document.

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

Student Name, Printed: \_\_\_\_\_

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