



**Classical Preparatory School
Device Policy Agreement**

Adopted: March 27, 2020

Device Policy Agreement

Below is the Device Policy Agreement in full. The following information is provided for students and parents/guardians to help all parties to understand the expectations and the responsibility of care and use related to receiving a school supplied device. Students will receive instruction from school staff on the proper use of the laptop.

- Students will be able to take devices home when deemed necessary by school staff.
- Students are expected to treat the devices as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the device unattended or in the passenger area of a car.
- Students must take all precautions to prevent damage to the device; for example, do not leave the device where there is danger of coming into contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- Devices come with preloaded apps and programs that must not be removed. Students will be prevented from adding apps to the school owned device.
- Students are to use the devices to access only educationally appropriate materials and websites. Any inappropriate or deemed offensive use of the device is strictly prohibited.
- Students must not use the laptop to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for obligations incurred from inappropriate use of the device.)
- Students are to use the device in accordance with the Classical Preparatory School Device Usage Policy and to maintain the device in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher or administration.
- Provided laptops are the property of Classical Preparatory School and must be returned at the end of the academic year, upon withdrawal from the school, or at the request of a teacher or administrator. Willful failure to return the provided device in accordance with the stated conditions may result in criminal prosecution.
- Since the provided devices are the property of Classical Preparatory School, officials of the school have the right to review all material stored on or accessed by a device. School officials may revoke a student's laptop use privileges for misuse or violation of policies.
- Should any other person(s) use this device, the student is still held in full responsibility of the Device Usage Policy.

Receiving your Laptop:

Before receiving a device, students and parents must sign and complete the following online documents:

- Device Usage Policy Form
- Equipment Guidelines Form

Device Check-In:

Devices will be returned during the final week of school, unless Technology Support Services requests devices earlier, during student checkout so they can be examined for serviceability. If a student transfers out of Classical Preparatory School during the school year, their device must be returned at that time. Moreover, devices will be returned upon request of the Technology Support Services at any point in the year.

Check-In Fines:

Individual school laptops and accessories must be returned to Classical Preparatory School within five days of Technology Support Services requesting school owned materials from students. Students who withdraw, are suspended or expelled, or terminate enrollment for any reason must return their laptop on the date of termination. If a student fails to return the laptop, that student is subject to criminal prosecution or civil liability. The student will also pay the cost of the laptop. Failure to return any device will result in a theft report being filed with the Pasco County Sheriff's Office.

Taking Care of Your Laptop:

Students are responsible for the general care of the device they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Dean's office for an evaluation of the equipment.

General Precautions:

- Only use a clean, soft cloth to clean the screen, no cleansers of any type should ever be used.
- Cords and cables must be inserted carefully into the laptop to prevent damage.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Classical Preparatory School.
- Laptops must never be left in an unattended or unsupervised area.

The laptop is school property and all users will follow this policy per the Device Usage Policy for technology.

Screen Care:

- Do not lean anything on the top of the laptop at any time.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the device against lockers, walls, car doors, floors, etc.

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Sound, Music, Games and/or Programs:

- Internet games are not allowed on laptops.
- All software/apps provided by Classical Preparatory School must remain on the laptop. Data storage will be via Google Drive.

Personal music selections are not permitted to be played, accessed, or stored on Classical Preparatory School devices.

Managing your files and saving your work:

Students may save work to the home directory on their laptop on a limited basis. It is recommended that students save files to their Google Drive account. Storage space will be available on the laptop – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Laptop malfunctions are not an acceptable excuse for not submitting work.

Software on Laptops:

The software/apps originally installed by Classical Preparatory School must remain on the laptop in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of laptops will be made to ensure that students have not removed required apps. In addition, school computers can be remotely checked without having physical interaction with the console. Classical Preparatory School reserves the right to remotely check and update school owned laptops at any time.

Acceptable Use:

The use of Classical Preparatory School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Classical Preparatory School is not transferable or extendible by students to people or groups outside of Classical Preparatory School and terminates when a student is no longer enrolled in Classical Preparatory School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to Classical Preparatory School's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Classical Preparatory School Device Usage Policy as well as the Student Handbook shall be applied to student infractions.

Violations:

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities:

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities:

Classical Preparatory School will:

- provide on-campus Internet and school email access to its students
- provide Internet blocking of inappropriate materials as able
- reserves the rights to review, monitor, and restrict information stored on or transmitted via Classical Preparatory School owned equipment and to investigate inappropriate use of resources
- will provide training on how to appropriately use the laptop
- will provide staff guidance to aid students in doing research and help assure student compliance of the Device Usage Policy

Student Responsibilities:

Students will use laptops in a responsible and ethical manner. • students will obey general school rules concerning behavior and communication that apply to laptop use. • Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Classical Preparatory School's designated Internet system is at your own risk. Classical Preparatory School specifically denies any responsibility for the accuracy or quality of information obtained through its services. • Students will help Classical Preparatory School protect its computer system/devices by contacting an administrator about any security problems they may encounter. • Students will monitor all activity on their account(s). • Students should always turn off and secure their laptops after they are done working to protect their work and information. • If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the administration. • Students will return their laptops to the office at the end of each school year. students who withdraw, are suspended or expelled, or terminate enrollment at Classical Preparatory School for any other reason must return their individual school laptop on the date of termination.

Student Activities Strictly Prohibited:

Illegal installation or transmission of copyright materials. • Any action that violates existing school policy or public law. • Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. • Use of chat rooms, sites selling term papers, book reports and other forms of student work. • Messaging services • Internet/computer games • Use of outside data disks or external attachments without prior approval from the administration. • Changing of laptop setting (exceptions include personal settings such as font size, brightness, etc.) • Downloading apps which violate the Acceptable Use Policy. • Spamming – sending mass or inappropriate emails. • Gaining access to another student's accounts, files, and/or data. • Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity. • Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger. • Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc. • Participation in credit card fraud, electronic forgery or other forms of illegal behavior. • Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed. • Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. • Use of the laptop camera to take and/or distribute inappropriate or unethical material. • Attempting to bypass the Classical Preparatory School web filter.

Laptop Care:

Students will be held responsible for maintaining their individual laptop and keeping them in good working order. Students will be responsible for damage to their laptop. • Only labels or stickers applied by Classical Preparatory School may be applied to the laptops. • Laptops that malfunction or are damaged must be reported to the office. The school will be responsible for repairing laptops that malfunction. Laptops that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to laptops that are damaged intentionally or be responsible for full replacement cost. • Laptops that are stolen or lost must be reported immediately to the office and the Pasco County Sheriff's Office.

Legal Propriety:

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 viewed as a form of cheating and is a violation of the Classical Preparatory Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. • Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the School.

Student Discipline:

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Classical Preparatory School Student Handbook.

Protecting and Storing Laptops:

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways: • Record of serial numbers and correlated asset tag. • Classical Preparatory School label. • Internal software identification unique to each laptop. Storing your laptop • When students are not using their laptops, they should be stored in their locker or kept with the student. Nothing should be placed on top of the laptop when stored in student lockers. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their laptops, they may check it in for storage in the computer lab. • Do NOT leave your laptop in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage. Laptops left in unsupervised areas • Under no circumstances should the device be left in

unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, unlocked classrooms and lockers, busses, and hallways. Any laptop left in these areas is in danger of being stolen or damaged. If a laptop is found in an unsupervised area, it will be taken to the office. Violations may result in loss of laptop privileges and/or other privileges.

Repairing or Replacing Laptops:

Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, Classical Preparatory School would cover the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

Student Pledge for School Technology use for the 2019-2020 School Year

I will use my laptop in ways that are appropriate, meet Classical Preparatory School expectations, and are educational. I will use appropriate language when using emails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons. I understand that my laptop is subject to inspection at any time without notice and remains the property of Classical Preparatory School. I will not deface the serial number sticker on any laptop. I will follow the policies outlined in the Classical Preparatory School Device Usage Policy while at school, as well as outside the school day. I will take good care of my laptop. I will never leave my laptop unattended. I will never loan my laptop to other individuals. Should someone else use this device for any reason, I am still responsible for all subsequent damages according to the Device Usage Policy. I will know where my laptop is at all times. I will charge my laptop's battery daily and arrive at school with my device charged. I will keep food and beverages away from my laptop since they may cause damage to the device. I will not use the laptop camera to take and/or distribute inappropriate or unethical material. I will not place decorations (such as stickers, markers, etc.) on my laptop or provided case. I will not disassemble any part of my laptop or attempt any repairs. I will file a report with the Sheriff's office in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of Classical Preparatory School. I will be responsible for all damages or loss caused by neglect or abuse. I agree to return the laptop and power cords in good working condition. I understand individual school laptops and accessories must be returned to Classical Preparatory School at the end of each school year. If I withdraw, am suspended or expelled, or terminate enrollment at Classical Preparatory School for any reason, I must return my individual school laptop on the date of termination.

I hereby sign and acknowledge that I have read and agree with the Device Usage Policy.

Student Name _____

Student ID# _____

Student Signature _____

Date _____

Parent Signature _____

Date _____