



## TECHNOLOGY USAGE/AWARENESS FORM

As you are aware, we are piloting a 1:1 laptop program for high school. To accommodate all students we are offering the use of school devices at \$40/year for maintenance. If using the school's laptop, the student will not be issued a laptop until the technology fee of \$40 is received. Students/parents/guardians who need financial assistance to cover the technology fee should see the Registrar for a financial assistance form. Annual fees may change from year to year and will be announced prior to the start of each school year.

If you choose to have your student use their own laptop (**NOT cell phone**) sign and return by Monday, September 26, 2022. ***For students who choose to use their own computers, Columbus Preparatory Academy will not be held liable for anything pertaining to the student's personal computer, including damaged, broken, stolen, vandalized, or otherwise misused personal computers/laptops. Vandalism is defined as any deliberate, malicious attempt to harm or destroy personal property. This includes uploading or creating computer viruses.***

If a school-owned Chromebook is lost or damaged due to neglect or damage beyond repair, the Parent/Guardian/Student will be liable for the full purchase price of the device. Students should treat a laptop as the valuable piece of equipment that it is. In the event of damages caused by wear and tear and in need of repair should be delivered to the Business Manager. The Chromebook is school property and all users will follow these expectations.

The Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the school. Chromebooks should never be left unsupervised. Stolen/Lost laptops will be the responsibility of the Parent/Guardian/Student for the full purchase price of the device to be replaced. Students are responsible for charging laptops prior to each school day.

All school-owned laptops will need to be turned in prior to the end of the school year or the full-price replacement fee will be assessed.

### **TECHNOLOGY CONDUCT**

All students are responsible for their behavior and communication on the network and while

using any student account regardless of location. Transmission of any material in violation of State or Federal law or regulation is prohibited. Unauthorized or inappropriate use of the network or student accounts, including any violations of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Columbus Preparatory Academy makes every effort for students to understand and demonstrate that the use of the internet is authorized for instruction, study, and research related to the curriculum. It is impossible to guarantee students will not gain access to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial regardless of internet connection use. Privacy in communication over the internet and the network is not guaranteed.

Students are expected to abide by the following:

1. Students may only access district resources by using their assigned account. Use of another person's password is prohibited. Students may not allow others to utilize their password.
2. Students may not download programs from the internet, nor may they copy programs from any other device. Students may not install, delete, or attempt to change for example extensions, apps, programs, preloads, and toolbar settings, on the laptop.
3. Students are prohibited from using the internet to hack or do other unlawful activities.
4. Columbus Preparatory Academy may review laptop files, messages, or other information created by the student. Students have no right to privacy on the school's equipment.
5. Students may not have food or drink when working on school laptops.
6. Students should not remove the School's network/equipment designated identifying marks or labeling from the laptops.
7. Students should share with the Business Manager when their school-owned computer is malfunctioning so that it may be referred to repair.
8. Cyberbullying is prohibited. It is the act of harassment that takes place using technical/electronic equipment of some type or method. See Code of Conduct on Harassment.
9. Students using Columbus Preparatory Academy's network will have no expectation of privacy in their use of the network.

**I understand and agree to the above statements.**

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_