

Circle of Life Academy Electronic Device Agreement and Internet Usage Policy

Goal: Expand Digital Learning Opportunities

The goal of our project is to improve student achievement by personalizing learning and increasing students' ownership of their learning. For the 2025-2026 school year all students will receive a device for their use at school and home as needed. This document outlines an agreement between Circle of Life Academy(COLA), parents and students for the care and instructional use of the COLA owned device.

Educational Resources:

Chromebooks are managed by Google Apps for Education. Along with a login for the device, Google Apps provide online tools for writing, calculating, presenting, drawing and many other applications. iPads are managed by the COLA I.T. department and apps will be deployed through COLA I.T.. Your child may use tools from these devices for a variety of purposes in classroom assignments. In addition, Google Classroom, which is an online learning management system that improves learning through better communication, collaboration, and increased access to curriculum resources will be used by K-12 grade teachers to access any virtual classroom instruction options.

Accessing the Internet at Home:

While some documents created at school may be edited offline at home, Internet access is important for full functionality. If wireless internet is not available at home. We also have a limited number of hotspots that can be checked out through our district office.

Distance Learning:

In the event of the school utilizing a distance learning day, students will be expected to use their school given device to log onto Google Meet with their teacher by 10:00AM. Students will be expected to follow the expectations that are set forth by their teacher(s).

Care and Maintenance:

Students are responsible for the general care of their device. The devices are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your device as you would any valuable electronic device.
- When not being used, store the device in a secure place, out of sight.
- Be gentle with the keyboard, trackpad, and ports.
- Don't eat or drink near it .
- Avoid extreme heat or cold.
- Do not lend your device to anyone.
- Report any damage to your teacher immediately.

- All equipment is the responsibility of the student and family. Lost or damaged equipment may result in a cost to the family. All borrowed electrical equipment is owned by the District and it is being loaned to the student for educational purposes. It is expected that all equipment is returned to the school including the device, charger, case and any hotspot and charger that also may have been borrowed.

Responsible Use:

Digital citizenship and online safety are essential 21st century skills. During the school year, your teachers will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the school issued device and other devices your student accesses. The devices are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember use is monitored. However, at home, if you are using a mi-fi from the district, it is the parent's responsibility to ensure safe usage. We are unable to filter the Internet at home, however, we can monitor usage if the students are on a device and signed into the COLA Google account.

Here are a few tips:

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying, encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone, including future education admissions offices and employers.
- Only registered users from COLA will be able to login to the device and all usage can be monitored

Circle of Life academy's 1:1 Technology Responsible Use and Safety Agreement

Purpose: COLA may provide a student a device for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about expectations for students and families who are being issued one-to-one (1:1) devices. In addition to this agreement, the use of district-provided technology also requires students to abide by the Student Handbook and all policies related to technology acceptable use. Our expectation is students will responsibly use district technology and network resources. We also expect students will keep their district-issued devices safe, secure and in good working order. This agreement includes the following specific responsibilities and restrictions.

RESPONSIBILITIES – The student will:

1. Bring their 1:1 device to school each day with a full charge.
2. Communicate responsibly and ethically using appropriate language and speech.
3. Report to school personnel, any instance of cyberbullying, personal attacks or threats toward anyone
4. Use technology for school-related purposes. Use for commercial or political purposes is prohibited at all times.
5. Follow copyright laws and fair use guidelines.
6. Upon request, make the 1:1 device available for inspection by any administrator or teacher.
7. Understand all electronic communication, activities and files accessed on district technology or networks are not private and may be viewed, monitored or archived by the district at any time

RESTRICTIONS – The student will not:

1. Mark, deface, or place stickers that are not easily removed by the student, on the device or case.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means.
3. By-pass or otherwise change the Internet filtering software, device settings, or network configurations. (Student 1:1 devices, in compliance with federal law, are configured so Internet content is filtered).
4. Tamper with hardware or software, attempt unauthorized entry into and/or vandalize or destroy the device or files.
5. Attempt to locate, view, share, or store any materials that are unacceptable in the school setting. This includes but is not limited to pornographic, obscene, graphically violent, racist, or vulgar images, sounds, music, language, video or other material that violates district policies, procedures, guidelines, or student codes of conduct. The criteria for acceptability is demonstrated in the types of material made available to students by staff and the school media center.

UNACCEPTABLE USES

The following uses {not limited to those listed} of the school district system and Internet resources or accounts pertain to student users and are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

- c. materials that use language or images that are inappropriate in the education or professional setting, or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Unless directed and for official school district use, users will not use the school district system to post private information about another person's personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook."

7. Users must keep all account information and passwords for software (which is not housed or managed on the district network) on file and/or communicate the location of this information to the employee's building administrator or supervisor. It is not necessary to keep account information and passwords on file for the district network login information. Users may not share account information or passwords with other users. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or

network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

A student engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, or exclusion.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the superintendent.

Use of the district's electronic technologies is for educational purposes. Students are expected to use electronic technologies to further the district's educational mission, goals, and strategic direction. Students are expected to use the district's electronic technologies to support classroom activities, educational research, or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege. The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons. Participation in "distance learning" is subject to all district policies and rules. The district's acceptable use policy governs this participation

FILTER

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are 1) obscene; 2) child pornography; or 3) harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. Violations of the above activities will result in disciplinary action, based upon the current discipline policy.

Violation Guidelines

- 1st offense: Up to 30 days loss of computer privileges district wide and/or disciplinary action.
- 2nd offense: 60 days loss of computer privileges district wide, plus disciplinary action.
- 3rd offense: One calendar year loss of computer privileges district wide, plus disciplinary action.
- Depending upon the severity of the violation, additional actions may result.

The School District will educate students about appropriate online behavior including interacting with other individuals on Social Networking Websites and in chat rooms and cyberbullying awareness and response.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

LIMITED EXPECTATION OF PRIVACY

a) By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files, including email, on the school district system.

b) Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

c) An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

d) Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

e) The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Circle of Life Academy cannot realistically censor access to all inappropriate materials. Use of the internet is at the user's own risk. The school will make every effort to monitor or control information accessible through the internet, but the district does not accept responsibility for any content found on the internet.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location. As with other curricular issues, parents have the option to request alternative educational activities not requiring Internet access. If a parent desires this option, a request should be made to the classroom teacher, a school counselor, or a school administrator

By enrolling in Circle of Life Academy, parents and students agree to follow the policies and procedures implemented by the School Board, including the policies regarding technology. Use of the district's electronic technologies is for educational purposes. Students are expected to use electronic technologies to further the district's educational mission, goals, and strategic direction. Students are expected to use the district's electronic technologies to support classroom activities, educational research, or professional enrichment. Use of the district's

electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege. The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons. Participation in "distance learning" is subject to all district policies and rules.

Parent/Guardian and Student Electronic Device Use Agreement

Must be signed by a parent or legal guardian. We have borrowed the following from the COLA: (check all that apply - only one student per device use agreement form)

- Chromebook* (\$360.00) SERIAL NUMBER _____
- Chromebook Charger (\$50.00)
- iPad (\$300)* SERIAL NUMBER _____
- iPad Charger (\$20)
- Mi-fi and Charger - one per family (\$150)
*Bag or case included

I understand I am financially responsible for any lost/damaged technology and agree to reimburse the school the above amount listed next to the item that has been lost/damaged. I understand that all technology must be returned at the end of the school year or end of enrollment status.

I have read this agreement and understand the responsibilities described above:

Student Name _____

Student Signature _____

Grade _____

Parent Signature _____

Date _____

*Parent/Guardian Copy
COLA Copy Next page*

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Student Name _____

Student Signature _____

Grade _____

Parent Signature _____

Date _____

Office Staff only: Items returned:

- Chromebook* (\$360.00) SERIAL NUMBER _____
- Chromebook Charger (\$50.00)
- iPad* (\$300) SERIAL NUMBER _____
- iPad Charger (\$20)
- Mi-fi and Charger - one per family (\$150)
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Date Returned: _____

COLA Copy: 1. Upload the signed document into NASIS. Place a signed copy in the appropriate folder for return. 2. Hard copy in student's file at the end of the year or enrollment.