

## ***Lee Academy Use of Technology Policy (Amendment 2021)***

With the addition of 246 laptops to our school, Lee Academy is amending the existing Use of Technology policy to include the following:

- Students must ask for assistance if they do not know how to operate any device.
- Appropriate procedures must be followed, including proper startup, shutdown and sign in procedures. Resources and peripheral devices must be used with care.
- Students must use only their assigned computing devices or peripherals and are prohibited from using equipment assigned to other students unless they have the permission of a teacher.
- Damaging, marring, or defacing technology resources in any manner is prohibited.
- Students will be responsible for picking up their devices from the charging station each day and returning them to the appropriate charging station at the end of each day.
- Deleting, altering or modifying software from school devices is strictly prohibited. This includes modifying system setups such as Windows, desktop controls, menu settings, network security setting or deleting school provided apps.
- Modifying the OS/iOS of any device, also referred to as jailbreaking, will be considered a major violation of this Acceptable Use Policy.
- Devices must remain in the school issued protective cases at all times.
- With the inclusion of school issued devices into the school curriculum, there is no longer a need for the use of personal devices such as cell phones, smart watches, tablets, personal laptops, etc. in the classroom. Therefore, personal devices must not be used at any time during class time.

**All student issued devices are property of Lee Academy. Students in Grades 5-12 will be issued a Chromebook for their use while at school. Devices must remain at school unless special permission is granted by the administration. Students will be responsible for the care and protection of their issued devices. Any damage incurred due to carelessness or misuse could result in a fine being assessed to the student for the repair or replacement of the device.**

This amendment is effective immediately and will remain in effect for the remainder of the 2020-21 school year. The remainder of the Use of Technology Policy can be found in the Family Handbook on Pages 21 and 22. Any actions deemed to be in violation of the policy without being specifically stated will be submitted to the administration for disciplinary consequences.

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

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

