Lee-Scott Academy
Responsible Use Policy

Introduction and Policy Statement

Lee-Scott Academy is committed to providing a protected and nurturing environment for its students and faculty. Technology plays an integral role in the overall health of this environment. The goal of this document is to outline overall expectations of what is considered acceptable use of technology for all users at Lee-Scott. The guidelines stated in this policy apply to all student and faculty use of electronic devices on and off campus.

A note on Digital Citizenship

Digital citizenship refers to the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level. Each one of us has a responsibility to conduct ourselves in a professional, appropriate and respectable manner. We are all responsible for our actions and in charge of the way we behave. Lee-Scott Academy expects each of us to be the best digital citizens we can be.

General Information

- The Internet provided by Lee-Scott Academy will be filtered in compliance with The Children Internet Protection Act of 2000 (CIPA) at all times. Devices issued by Lee-Scott will have profiles installed to ensure age appropriate content. Internet Traffic will be monitored at all times.

- Any devices, software, apps, messaging platforms or digital products provided to users by Lee-Scott Academy are owned by Lee-Scott Academy and are subject to monitoring, individual inspection, or being taken at any time. All data located on or transmitted by a Lee-Scott owned device is expected to be appropriate and respectable.

- We allow students 1 device to connect to our network. This device is typically the one loaned to them from the school. Students should not expect to have their phones connected to the network.

Terms of Use

Students and faculty will adhere to the guidelines below every time they use a Lee-Scott Academy device or access its network.

Expectations and Acceptable Use:

- Ensure devices are fully charged and ready to use for an entire school day.
- Ensure devices are in their protective cover or case at all times.
- Assume responsibility for keeping devices safe and secure at all times.
- Ensure that device-location services are enabled on applicable devices.
- Use appropriate language in all digital communications.
- Protect your private information and enable others to do so.
- Use all technology equipment carefully and respectfully.
- Obey copyright laws.
- Print only as instructed by a teacher or staff member.
- Ensure that your data is stored in one of our cloud storage locations (Google Drive or iCloud).
- Ensure a passcode is in use on your device to prevent others from accessing it.

Unacceptable Uses:

- Users will not use profanity, obscenity, or any offensive or inflammatory speech.
- Users will not use any form of electronic communication to harass, frighten or bully anyone.
- Users will not share their usernames and passwords with anyone.
- Users will not misuse, change or tamper with the hardware or software settings (i.e. Jailbreaking).
- Users will not subvert or circumvent network configurations, proxies or filters.
- Users will not install any programs not approved by Lee-Scott Academy.
- Users will not change the device name or modify the profile.
- Users will not play games during instructional times.
- Users will not create, view, send or display inappropriate content of any type.
- Users will not take or share pictures or videos of people without permission from the individual or responsible party.
- Users will not post videos, pictures, or recordings of students, activities, or events in a public forum without the express permission of the teacher and/or administration.
- Users will not use technology to cheat on schoolwork.
- Users will not plagiarize somebody else's work. Digital plagiarism is still plagiarism.
- Users will not install or transmit illegal copies of programs or files.
- Users will not use or make available a hotspot for connectivity.
- Users will not deface or destroy any of the technology devices or accessories loaned to them by Lee-Scott Academy.
- Users will not store devices in extreme heat or cold.
- Users will not apply stickers or mark their devices in any way.

Violations

Lee-Scott Academy provides access to internet, technology tools, devices, and its network as a privilege to all of its users. This privilege will continue as long as students, faculty, and stakeholders use it in a responsible, efficient, courteous, and legal manner. Any misuse, intentional or otherwise, may lead to usage revocation or more depending on the severity of the offense. The Lee-Scott Academy is not liable for any unauthorized activities done with Lee-Scott equipment or on its network. All users are encouraged to let an IT staff member know of any violations taking place. Please email Helpdesk@lee-scott.org to make a report.

Damaged or Missing Devices

Financial liability related to breakage, damage, loss, or theft of school-owned devices is the responsibility of the user or their family if applicable. All physical repairs and technical support of school-owned devices will be completed by the Lee-Scott Technology Department **only**. All damage or loss should be reported immediately to the Technology Department. The specific financial liability could include the repair of the damage up to the total replacement cost of the device.

iPad fee range - $49 – $299

MacBook fee range - $99– $299

Lee-Scott Academy
Device Financial Agreement and Responsible Use Policy

By signing below or on the online registration platform, I acknowledge I have access to a copy of this agreement and agree to the terms spelled out in it. I am responsible for taking care of my device and I am liable for damages caused to the device beyond normal wear and tear. I will adhere to the expectations outlined in this document. I understand that the devices and access to the internet and network resources is a privilege and may be revoked if I fail to comply with this agreement.

Date: _____

Student Signature: _____   Printed Name: _____

Parent Signature: _____   Printed Name: _____

Employee's only

Staff Signature: _____.   Printed Name: _____