

North Lakes Academy School District Technology Acceptable Use Agreement

I: Purpose

North Lakes Academy (NLA) recognizes technology as an essential resource for learning. To promote responsible and effective use of our computer systems, hardware, software, and Internet access, we have developed an Acceptable Use Agreement that clearly defines the expectations for students and their families when using NLA technology.

II: Device Ownership

All technology devices provided to students are the property of the school. These devices are intended for educational use only, and any use for non-educational purposes may result in disciplinary action, including the possible loss of device privileges.

III: Technology Device Care

1. General Rules

a. Students may not:

- i. Leave their technology device in any unsupervised area, including a car.
- ii. Keep or store food or drink next to a technology device when in use or in a backpack.
- iii. Carry the device while the screen is open.
- iv. Place any writing, stickers, or labels on the technology device that are not provided or directed by the school.
- v. Reconfigure or change the hardware of the device in any way.

2. Screen Care

- a. Technology device screens are delicate and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- b. Students may not:
 - i. Lean or place anything on the top of the device when it is closed
 - ii. Place anything near the device that could put pressure on the screen.
 - iii. Poke the display
 - iv. Place anything on the keyboard before closing the lid (e.g. pens, pencils, or paper)

IV: Technology Device Security

1. Password Protection

- a. Students must protect their assigned technology device. Students are expected to promptly provide the passwords to the system administrator upon request.
Students are not to loan a technology device to other students, borrow a

device from another student, or share passwords or user names with others.

2. Storage

- a. Technology devices must be stored in a technology cart at the end of the school day.

3. Lost, Stolen, or Damaged Device

- a. If a student's assigned technology device is lost, stolen, or damaged, the student must report it immediately to a staff member or the principal. Students who lose, damage, or have their device stolen as a result of violating this agreement, intentional actions, or negligence may face consequences according to school policies.
- b. In cases where a lost or stolen device is recovered but damaged, the student and their parent(s)/guardian(s) are financially responsible for the repair or replacement costs.

V: Technology Device Settings

1. Music

- a. Students may not download or save music on their technology device.

2. Games

- a. Technology devices are provided for instructional purposes only. Unless permission is granted by the school. Students may not:
 - i. Play internet games on the device.
 - ii. Download, save, or install any games or non-school-related applications or programs on the device.

VI: File Management

- 1. Students are responsible for ensuring that their work on the technology device is not lost due to mechanical failure or accidental deletion.

VII: Software

1. Originally Installed Software

- a. Each assigned technology device will come with pre-installed software. Students are not permitted to remove or modify this software unless given explicit instructions by a teacher or system administrator. Similarly, students may only download or install additional software when expressly authorized by a teacher or system administrator.

2. Inspection

- a. Technology devices may be periodically reviewed to verify that no unauthorized software has been installed and that unnecessary software has been removed.

Additionally, students may be randomly asked to submit their devices for inspection by a system administrator.

VIII: Privacy and Safety

1. Students are expected to take appropriate precautions to protect their privacy and security when using a school-assigned technology device. To ensure safety and responsible use, students should **not**:
 - a. Enter chat rooms or send chain emails without written permission from a teacher or administrator.
 - b. Open emails or attachments from unknown senders without first consulting and obtaining approval from a teacher or administrator.
 - c. Access, modify, or use computer files that do not belong to them.
 - d. Share personal or sensitive information, including full name, phone number, home address, Social Security number, credit card details, passwords, or any other identifying information through the device.
 - e. Assume that any data stored on the device or on school-managed networks is private or confidential—such storage may be reviewed by school personnel at any time.

IV: E-mail Use

1. When using school-issued technology devices to send or receive email, students must follow these guidelines:
 - a. Use respectful and appropriate language at all times.
 - b. Do not send messages containing profane, lewd, obscene, abusive, bullying, or otherwise offensive content.
 - c. Avoid sending mass emails, chain letters, or spam.
 - d. Private chatting or emailing during class is not allowed unless specifically permitted by the teacher.
 - e. All emails sent or received on school-owned devices are subject to review and monitoring by school staff at any time.

X: Legal Considerations

1. Students must use technology devices in compliance with all trademark and copyright laws, as well as software license agreements. If there is any uncertainty, students should consult a teacher or the principal for guidance.
2. Plagiarism is strictly prohibited. Students are required to credit all sources—whether quoted or paraphrased—including content generated by AI tools and any media found online, such as images, videos, music, or written text.
3. The use or possession of hacking software or tools is strictly forbidden. Violations will result in disciplinary action in accordance with school policy.

XI: Financial Responsibility

1. If a technology device is lost, stolen, or damaged, the student and their parent(s) or guardian(s) are financially responsible for either the cost of repair or the device's fair market value at the time of loss or damage.
2. The school is **not** responsible for covering loss or damage resulting from the following:
 - a. Loss of data due to power surges, lightning, or improper electrical use.
 - b. Dishonest, fraudulent, or criminal acts.
 - c. Loss of access to accounts, documents, music, videos, academic records, assignments, or any impact such loss may have on a student's grades. Students are solely responsible for backing up their data. Repair claims apply only to physical issues with the device—not to data loss or missed academic opportunities.
 - d. Disappearance of a device without a corresponding police report.
 - e. Damage or loss resulting from failure to take reasonable precautions to protect the device.

The principal has final say in determining replacement and repair situations.

XII: Term of Possession

1. Failure to return a technology device, along with continued use of the device for non-educational purposes without school authorization, may be considered unauthorized use or misappropriation of school property.

XIII: Consequences

1. Failure to comply with the terms of this agreement—including the timely return of any assigned technology device—may result in the following consequences:
 - a. **First Offense:** The student may receive a written warning and/or a one-week suspension of technology privileges, depending on the nature and severity of the violation. A parent or guardian may also be notified.
 - b. **Second Offense:** The student will receive a two-week suspension from technology privileges. A parent or guardian may be contacted.
 - c. **Third Offense:** The student may lose access to technology privileges for a period determined by school administration, based on the circumstances and severity of the violation, up to a maximum of one full school year. A parent or guardian will be notified.

Please note that these consequences may not necessarily follow a sequential order. The school reserves the right to impose any disciplinary action deemed appropriate based on the seriousness of the violation. Additionally, students who violate the terms of this Student



Technology Acceptable Use Agreement may also face disciplinary measures under the Student Code of Conduct.

STUDENT ACCEPTANCE:

By signing this document, **I AGREE TO FOLLOW THE ACCEPTABLE USE AGREEMENT** and I will use device(s), the network, Internet, and all technology resources **RESPONSIBLY AND RESPECTFULLY**.

Student Name: _____ Signature: _____

Grade: _____ Date: _____ School: _____

Parent Name: _____ Parent Signature: _____

Date: _____

*Technology Acceptable Use Agreement can be found online.