



## Student/Parent Technology Handbook 2023-2024

### RESPONSIBLE USE POLICY & AGREEMENT

*Students will be assigned a Macon East Academy Apple ID. This may not be signed out for any reason. Signing out of your managed Apple ID will result in a \$50.00 fee assigned to your FACTS account.*

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Macon East Academy (MEA) has established technology as an area of priority. The school makes available to its students a number of computing devices, many of which have Internet access. As a result, all students are expected to use these computing devices in an ethically, morally, and responsible manner.

School policy prohibits account theft, file theft, violations of information privacy, and penetration or harm to operating systems and/or school networks. This includes a ban on using ANY device to search for and use proxies in order to circumnavigate MEA's web security systems to reach restricted areas of the internet. Students will be held responsible and accountable for any and all abuse of computing device systems. Violations will be dealt with by the administration and penalties may include a letter of reprimand, suspension, or expulsion according to the guidelines set forth in the Code of Conduct found elsewhere in this handbook.

The administration reserves the right to monitor and record any activity on the local school network to maintain appropriate usage. The administration also reserves the right to inspect email and other information being accessed or distributed to or from the school campus. Students using school computing devices (including those in the library) must comply with the following guidelines:

- Respect the intended use of all computer and or iPad/iPod accounts for acceptable instructional and administrative purposes.
- Students will not attempt to break a computer system or harass other people by manipulating system configurations. (E.g., change passcodes, screen savers, graphical settings or icon placements.)
- Only use programs provided by the school and not install any plug-in or other software without permission.
- Access the computing devices using only applicable account names and user passwords and not share passwords with others.
- Save work in appropriate storage locations.
- Obtain permission before downloading any files from the Internet.
- Students will not attempt to access offensive material such as pornography, coarse jokes and/or alternative lifestyle information from the Internet. The administration reserves the right to declare in any situation what would be considered offensive or objectionable.
- Keep email free from: profanity, derisive statements regarding any race, religion or ethnic group, showing disrespect for law enforcement or the institution of marriage,

and the generally accepted morals of the Christian community, and from advocating illegal acts of any kind including the use of guns, explosives or illegal drugs.

Macon East Academy is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. Macon East Academy provides network access for students, faculty, staff, and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication, collaboration and innovation. All network access is expected to support education and research and to be consistent with the educational goals of Macon East.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will result in disciplinary action. The Responsible Use Policy (RUP) is designed to give students and their family clear and concise guidelines regarding the appropriate use of iPads/iPods and other computers on Macon East Academy's campus. The underlying premise of this policy is that all members of the Macon East Academy community must uphold the values of honesty and integrity; thus, we expect our students to use good judgment and to utilize technology with integrity.

#### E-MAIL

- Each student will be expected to have a personal Gmail account. Parent/guardians will need to establish this email for each student under the age of 13.
- Parents are encouraged to know the password to the account and to monitor the account on a regular basis. This account will not be monitored by the school. This email address will be provided to the student's teacher(s) for communication purposes.
- The use of e-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- No inappropriate e-mail is allowed, including derogatory, obscene, or harassing messages.
- E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via email.

- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to someone else in person should be written.
- The school email addresses of Macon East faculty and staff are not to be given to ANY website, company, or other third parties without the explicit permission by faculty or administration.
- Students will be provided a school Apple ID and will NOT be allowed to use their personal Apple ID information on their device.

#### CHATTING/TEXTING/BLOGGING

- Unauthorized chatting, tweeting, texting, blogging, and instant messaging are prohibited on campus.
- Authorized iMessage, other chatting/texting/tweeting/blogging may be conducted with the approval of the faculty/administration.
- Participation in chat rooms or using any electronic devices to chat during school hours is prohibited.

#### AUDIO AND VIDEO

- Audio on iPads/iPods should be turned off unless required for the activity being conducted. When sound is needed, headphones or ear buds provided by the student must be used.
- The use of iPads/iPods to watch movies and videos is not permitted during the school day unless required for the activity being conducted.
- Music containing sexually explicit, violent, or anti-religious lyrics must not be stored on the school's iPad/iPod. The school reserves the right to remove any music that falls under this category, including anything purchased via the iPad/iPod.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

#### GAMES

- On-line or stand-alone games are not permitted on campus unless authorized by faculty/administration.
- The school reserves the right to remove any game from a school iPad/iPod that is considered inappropriate or impedes the educational purpose of the iPad/iPod program.
- A student caught playing games on campus is subject to discipline according to this Responsible Use Policy & Agreement and the Student Handbook.

- Games that include violence, adult content, inappropriate language or weapons are not to be installed or "played" on any school devices including the iPads/iPods.

### IPAD/IPOD SECURITY

- Student iPads/iPods must not be left unattended at any time. If an iPad/iPod is found unattended, a faculty or staff member will turn it in to the Technology Department. Each offense will result in a disciplinary consequence. Consequences can escalate with repeated violations. Repeated offenses may result in the loss of iPad/iPod use for a time period.
- iPads/iPods must be in a student's possession or secured in a locked classroom or locker at all times.
- No iPads/iPods will be allowed to be used in the cafeteria during lunch or break hours.
- No loaner iPads/iPods are to be left at home.
- No markings or stickers are allowed on the iPad/iPod itself except for name identification.
- Each student is required to store and carry their iPad/iPod in a protective case. This case may be marked in some appropriate manner so the student's iPad can be easily identified as their device.
- Do not remove, move or write on the identification sticker on your iPad/iPod.
- No inappropriate screen savers and/or backgrounds.
- No rough handling of iPad/iPods.
- Students are required to create a passcode for their iPad and not share with another student.
- Students are strongly encouraged to backup any personal data they do not want to lose. Macon East will not be responsible for any lost work or books.
- Macon East Academy is not responsible for personal data.
- Students must load and turn on the free "Find My iPad" app.
- Coaches, teachers, and any other adult conducting an after-school activity should provide a secure area for the iPads.

### BOOKS

- Macon East will download the appropriate Books on each iPad at the beginning of the year. If the book gets erased from the associated Apple ID due to student error or transfer to another device, there will be a \$25 fee to purchase another copy of the textbook. This fee will be charged to your FACTS account before the new download is performed.

## NETWORK ACCESS

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited
- Students are not allowed to bring or use a "personal hotspot" on campus.
- Students are not allowed to take control of another iPad for any reason.
- Students may not use the school network for personal or private business reasons including, but not limited to, online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Macon East Academy is not responsible for damaged or lost data transferred through our network or stored on iPads/iPods, computers, or on our file servers.

## FILE SHARING

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member
- No file sharing software of any kind is to be installed on school computers including the iPad/iPods. Examples of this type of software are LimeWire, BearShare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.
- There is a \$50 re-imaging charge to remove any unapproved software or files.

## DELETING FILES

- Do not delete any folders or files you did not create or you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades
- There is a \$50 re-imaging charge to correct system files.

## DOWNLOADING AND INSTALLING SOFTWARE

- All installed software must be a legally licensed copy. The Technology Department must approve additional software installations.

- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any installed software that impedes the educational purpose of the iPad/iPod program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the iPads/iPods nor may copyrighted movies be downloaded to the iPad/iPods from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the iPad/iPods.

#### INTERNET USE

- The Internet is a rich and valuable source of information for education. Unfortunately, inappropriate materials are also available on the Internet and accessing or attempting to access such material on school-owned devices or on a school computer network is strictly prohibited. These materials include items of a sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material may be recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he or she is to notify a teacher or the Technology Department as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### MACON EAST ACADEMY SOCIAL MEDIA POLICY

Approved by the Board of Trustees on 11/16/2022

Macon East Academy (Macon East) believes social media, when used appropriately, is a great educational and communicational tool. Our social media policy serves to protect the dignity of every student and staff member from the damaging effects of negative social

media post. Effective communication following principles of mutual respect is the best means of ensuring the best learning experience for your student.

1. Parents or guardians should express complaints and concerns through official school channels rather than posting complaints on social networking sites. In addition to in-person or telephone consultation, contact can also be made through the feedback portal on the school's website, or by email to particular staff and faculty.
2. Parents and guardians should immediately bring any social media policy violations or concerns to school officials.
3. School officials are not responsible for and will not mediate social media issues between students or parents unless it directly affects the school.
4. Macon East considers the following examples to be inappropriate usage of social media networks: (This list is not all inclusive and is intended to only provide examples.)
  - o Making complaints about Macon East and/or staff that represent it.
  - o Making allegations about staff or students at Macon East/cyber bullying
  - o Making defamatory statements about Macon East or the Staff
  - o Posting negative or offensive comments about specific policies or staff members at Macon East

Parents should also ensure their children are not using social networking in an inappropriate manner. Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media. It is important to note that once a social networking post has been published it cannot be removed.

Once a post is brought to the attention of Macon East that meets one or more of the set criteria, the Headmaster may consult with the board of trustees, or a subcommittee thereof, to explore such options as may be available up to and including severing the relationship between the school and the posting party(ies), including associated students, or exploring such legal remedies as may be available.



## PRIVACY AND SAFETY

- Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as iPad access. This is important in order to protect the privacy of each student.
- Macon East Academy respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including computer use violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate consent.
- Cyber bullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos or videos. Examples of this behavior include but are not limited to:
  1. Sending/posting false, cruel, hurtful, or vicious messages/comments.
  2. Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
  3. Breaking into an email account and sending vicious or embarrassing materials to others.

4. Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
  5. Posting of a student picture without their permission.
- iPad/iPods provided by the school continue to be the property of the school.
  - Therefore, the school has the right to view all content at any time.
  - Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Responsible Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the RUP that deserves that consequence.

#### COPYRIGHT

- Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other material including material protected by copyright may not be transmitted or duplicated.

#### DISCIPLINARY ACTION

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violation of this policy may result in disciplinary action that could result in the loss of iPad privileges and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Macon East Academy takes no responsibility for activities conducted on school computers and iPads/iPods or materials stored on computers, iPads/iPods, or the network.

Any infractions of this policy may result in limitations imposed on the student's computer use. The students' iTunes, DVD player, iPhoto, iChat, and, under certain circumstances, even browsers will be blocked. The length of time will be determined by the circumstances of the infraction. In the case of repeated iPad/iPod abuse and/or damages, the school has the right to revoke the use of the school's iPad/iPod and the student will be restricted to using only on-campus computers. Repeated Responsible Use Policy offenses or iPad/iPod abuses may lead to the loss of student's privilege of using an iPad/iPod on campus. Loss of iPad/iPod may result in a "zero" daily grade.

Students are to report any known violations of the Responsible Use Policy & Agreement to appropriate administrative staff members. Random checks of student iPad/iPods may be conducted throughout the year to ensure these policies are being followed.

Additionally, the following three infractions cannot be tolerated for any reason and carry additional penalties:

- Using proxies to get to blocked sites is a serious offense and may result in possible suspension.
- Using emails of an abusive or harassing nature is a serious offense with possible suspension.
- Obtaining and using any administrator, faculty, or staff person's network credentials in order to bypass the school's Internet filter to obtain access to prohibited or blocked websites.

#### OWNERSHIP

The school shall be deemed to have retained title to the Equipment at all times, unless the school transfers the title. The student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software the school may from time to time install on the iPad used by the student.

#### CLASSROOM APP

Macon East has downloaded the Apple Classroom app on all devices. This app will allow teachers ultimate control of students iPads during their class periods. This app may not be erased by the student.

#### EQUIPMENT USE TERM

The student shall return all equipment in good operating condition to the Technology Department of MEA if the student is not enrolled in the current school year (unless the school transfers the title). The school may require the student to return the equipment at any time and for any reason due to disciplinary issues or for inspection by staff. Students will be required to turn in iPads at the end of each school year. The iPads will be reissued at the beginning of the following school year.

## EQUIPMENT STORAGE AND USE AT SCHOOL

The equipment must be on the school's premises during each of the student's normal school days. During the school's normal business hours or after school, when the student is not in the immediate presence of the equipment, the equipment must be secured in a locked classroom, locker, or other secure, approved location. Teachers and coaches will provide secure locations for students during after school activities.

## USE OF EQUIPMENT

The primary use of the equipment by the student is for the student's educational programs. The student may use the equipment for other purposes only to the extent such uses do not interfere with these primary uses. The student shall abide by the school's Responsible Use Policy & Agreement.

## COMPLIANCE WITH SOFTWARE LICENSES

The student shall not make copies of software licensed to the school. The student is responsible for compliance with the license terms of any licensed software, and the student agrees to hold the school harmless for any violations of such license terms.

## BACKUP REQUIREMENTS

The student may store documents or other files on the equipment, but the student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the school's responsibility is limited to reloading the school's standard software suite on the equipment.

## CARE OF EQUIPMENT

It is expected the student will use the equipment in a careful and proper manner, maintaining it in good operating condition. The student shall immediately notify the school's Technology Department if the equipment is not in good operating condition or is in need of repair. The Macon East Academy Technology Department will evaluate the damage and determine the course of repair in accordance with the school's service contract and the Indemnity policy (See the section on INDEMNITY OF SCHOOL FOR LOSS OR DAMAGE and INSURANCE). The student shall be financially responsible for repairs due to negligence (No personal stickers, no writing on iPad).

## RIGHT OF INSPECTION

The student shall make the equipment available to the school's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the school's normal business hours. The school will determine if the iPad/iPod has endured normal wear and tear and will inform the student of any damage that requires repair.

## LOSS

The student assumes all risks of loss of the equipment and agrees to return it to the school in the condition received from the school, with the exception of normal wear and tear.

## INDEMNITY OF SCHOOL FOR LOSS OR DAMAGE

All repairs must be handled by the Technology Department of Macon East Academy. If an iPad/iPod is damaged, it must be turned in to the Macon East Academy Technology Department where a claim will be filed under the insurance policy.

## INSURANCE

The cost of iPad insurance is covered through your tuition payment. This insurance will cover the deductible of \$50.00 for the first repair of the device. Second repair in one year will be at your expense for a fee of \$100.00 and \$200.00 on the third repair and any other further repairs.

All iPads must be turned in for inspection at the end of the year before summer rental and must be in good working condition. If device is returned broken, the device will be sent for repair before the student is allowed to rent over the summer.

A lost/stolen iPad is not covered under insurance. The cost to replace a lost/stolen iPad is \$300.00. You assume responsibility for the full cost of replacement in the event an iPad is lost/stolen. If the iPads damage is due to throwing, stomping, hitting, etc., it will not be covered under insurance, and you will be charged \$300.00 to repair. If the iPad is not in a case when broken there will be an additional \$30.00 charge to repair the device.

## ENTIRE AGREEMENT AND MODIFICATION

This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

#### GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Alabama.

#### SEVERABILITY

If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds any provision of this Agreement is invalid or unenforceable, but by limiting such provisions, it will become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

#### WAIVER

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

#### DISCLOSURES

The student and his/her guardian hereby agree to these policies and regulations and understand there will be consequences for infractions that occur.

#### DISCLAIMER

MEA reserves the right to modify and or change these policies on an as needed basis. MEA's administration staff will make the changes when they are needed.

MACON EAST ACADEMY By:

Glynn Lott, Headmaster

Codi Berry, Technology Director