

RESPONSIBLE USE POLICY

MADISONACADEMY

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MADISON ACADEMY RESPONSIBLE USE POLICY

Madison Academy recognizes the importance of technology as an integral part of the teaching/learning process. The school's information technology resources are provided for educational purposes only. The purpose of this document is to provide guidelines for use that is acceptable and appropriate.

Schools and libraries subject to CIPA are required to adopt and implement an internet safety policy addressing: Access by minors to inappropriate matter on the internet; The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; Unauthorized access, including so-called "hacking," and other unlawful activities by minors online; Unauthorized disclosure, use, and dissemination of personal information regarding minors; and measures restricting minors' access to materials harmful to them.

It is the policy of Madison Academy to comply with the Children's Internet Protection Act. Madison Academy shall: prevent user access to inappropriate materials. Madison Academy shall provide for the safety and security of minors when using email, chat rooms, and other forms of direct communication. The school shall prevent unauthorized access to materials that are harmful to minors.

Students are responsible for good behavior on school devices. Communication on the network utilizing any school device is public and will be subject to monitoring.

The network that is provided by Madison Academy is intended for research, to create documents, and to enable communication between students and faculty members. The only activities permitted are educational in nature.

Madison Academy understands that their computer system is not error free or without defects. Although the school has made every reasonable effort to monitor and maintain safety of students in reference to safety, it is understood that no approach will ever be completely foolproof. Parents assume risk by consenting to allow their child to participate in the use of the internet.

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1. Madison Academy Device Program

“Device” shall be defined as any Madison Academy owned tablet, laptop, or any system appropriated to a student.

Madison Academy’s device program creates a culture of technology in which students use 21st Century skills to accomplish a variety of activities and everyday tasks. This opportunity to be creative and collaborative makes technology an integral part of the education for us all. A device in the hands of every student changes the approach to learning – a change that will only help them as their future becomes increasingly complex.

Due to the importance of technology, students who do not abide by Madison Academy's Device Responsible Use Policy will be held accountable for any violation of this agreement. It is mandatory that all students and parents review and sign this agreement and have an understanding of this policy in detail before receiving a device.

A device will be appropriated to the student after the Madison Academy Device Responsible Use Policy (RUP) is signed by the student and one parent (or guardian). The following policy will define the proper use of Madison Academy Device.

2. Ownership

The school shall be deemed to have retained title to the device at all times, unless the school transfers the title. The student shall hold no security or ownership interest in the device. Likewise, the student shall hold no security or ownership interest in the licenses to the installed software on the device nor the licenses to any other software that the school may from time to time install on the device used by the student.

3. Equipment Use Term

If the student relinquishes enrollment at Madison Academy then they shall return the device and all supporting equipment, including but not limited to power supplies, covers, and cases, in good operating condition to Madison Academy (unless the school transfers the title). The school may require the student to return the device at any time and for any reason due to disciplinary issues or for inspection by staff. Students may be charged for damage, missing items, or unreasonable wear to the device.

4. License Agreements

Madison Academy is the sole licensee of the software included with the device. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

5. Social Media

Social media is defined to be any interaction by one student to another person(s). This includes, but is not limited to email, Facebook, Twitter, Instagram, Snap Chat, Band App, Group Me, and any other group chats..

- Every student will be issued a Madison Academy email address that will be utilized for required communication with the school.
- Students should always use appropriate language in their social media communications.
- Social media services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate social media communication is allowed, including derogatory, obscene, or harassing messages.
- Social media communication of an abusive or harassing nature will be regarded as a violation of a major school rule and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any communication asking you to pass information or messages on to other individuals or groups via social media.
- Students are prohibited from accessing anyone else's social media account.
- Social media etiquette should be observed. In general, only messages that one would say to the recipient in person should be communicated.
- Students are **strongly encouraged** not to use the school assigned email to sign up for anything other than school related use

6. Responsible Use

- Students are required and expected to take home and bring their devices back to school each day with the battery fully charged. The device should be plugged in each night to assure a full charge the following day.
- The device is fragile, and may break if it is dropped. Therefore it should only be used while it is on a flat, sturdy surface such as a table.
- Teachers will determine how the device will be utilized during class.
- The device contains the necessary hardware and software for Madison Academy. It is not permissible to add or change the hardware or software under any circumstances.
- Students must not intentionally modify network configuration files or other settings that might interfere with the intended use of the device.
- Students are prohibited from playing games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
- 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 disclosed.
- Students may not download illegal content such as pirated music, video, games, etc. onto the device.
- Students may not stream music, videos, or any other type of files at any time while on school property unless expressly approved by the technology team.
- Students are only allowed to print school related documents required by teachers from school printers.
- Accessing pornographic materials, vulgarity, gambling, militant/extremist material, etc. is prohibited. The internet is only to be used for academic research and as a means of obtaining information required by a teacher or administrator.
- Sound must be turned off except when it is being used as part of a class and ear buds will be required for use in some classes and it will be the responsibility of the student to bring their own headphones or earbuds.
- Students are strongly encouraged to save a copy of their school-related files on their network folder as a backup. Madison Academy is not responsible for lost data or files.
- Students are allowed to access only those files that belong to them or which they are certain they have permission to use.
- Files stored within the school systems should be limited to those relating to formal school courses or activities.
- Email (or any other digital communication) should be used only for legitimate and responsible communication.
- Rude, abusive, threatening, or otherwise inappropriate language is not permitted.

- Students must not intentionally transmit viruses or other malicious programs via the device.
- The device will be treated in a similar manner as other school-owned educational property. All Madison Academy policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the device.
- Loss, damage, or theft of the device must be reported to the school technology department immediately.
- Students must not modify, upgrade, or attempt to repair the device appropriated to them under this policy.
- Students are required to report unacceptable device use by another student.
- Students are responsible for maintaining the integrity of the Madison Academy device program and the school's network system. Students should report any violations of this policy.

7. Device Use

The students will use their devices at home for homework, research, or other school related projects.

The device has wireless capability and while on campus, students will access the school's servers and the internet using this wireless infrastructure. For home use, if there is a wireless system, students can take advantage of this capability. Madison Academy is not responsible for home internet connectivity issues.

Madison Academy will filter the devices both at school and at home. There are sites that will not be accessible to the students. Even though the computer will have a filter it may not be foolproof. Parents have control of device usage at home and should monitor student usage of the internet.

Students may store documents or other files on the device, but the student is responsible for making backup copies of such documents or other files. Students will be expected to back up their own device. Madison Academy will not be responsible for backing up student work. Students will need to keep a copy of their documents, projects, or other information on a flash drive, a USB external hard drive, or in the cloud. 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 device.

8. General Care

Students are expected to treat their device with care and respect. The device is the property of Madison Academy and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device is not allowed and will result in loss of privileges. If damage occurs, the student will be charged for the repair of those damages and could be charged for replacement of the device.

Students should protect their device from extreme heat or cold. A device should not be left in a car, even if the car is locked. If the device has been in a cold car, allow a few minutes for it to warm to room temperature before use.

Do not leave the device exposed to direct sunlight or near any heat or moisture sources, such as a hot shower, for extended periods of time.

The device should be protected from the weather, liquids, food, siblings, pets and any other danger to the device.

Students should never eat or drink (including water) while using their device, or use their device near others that are eating or drinking.

No object should ever be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.

No objects should ever be placed in the bag with the device. This includes books, folders, sports equipment, etc. These could cause the device to compress and crack.

Students should use care when plugging in and unplugging power cords from the device. Power supplies and cords are very fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where device cords are in use.

9. Cleaning Your Device

Dust, pet hair, and other particles can accumulate on or inside the device and the cover of the device. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the device can extend its life by getting rid of this potentially damaging buildup.

Screens accumulate smudges and fingerprints and to clean these, choose a microfiber cloth and rub gently to remove smudges. Electronic cleaning wipes can also be used to remove prints. After using the wipe, clean with a microfiber cloth to remove any build-up.

10. Liability

Students are responsible for all material sent by and/or stored on the device. Stored material will be free from all pornographic material; inappropriate files, or files dangerous to the integrity of Madison Academy's network, equipment, or software.

Madison Academy is not liable for any material sent by and/or stored on a device issued to a student via this agreement.

11. No Guaranteed Content Privacy

Madison Academy cannot guarantee that content stored on the device issued in accordance with this policy will be private. Madison Academy respects the rights of its students; however, the school is also responsible for servicing and protecting its property.

Although the content of the device is not routinely monitored, Madison Academy reserves the right to monitor and access data of the device if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that the device may contain information, data, or other intellectual property that belongs to another person.

12. Upper School Device Purchase Program

Madison Academy's Device Purchase Program allows upper school students to keep the device (Macbook Air) they are issued in 9th grade upon graduation from Madison Academy. Each year students will be charged an annual fee (for a duration of four years) until graduation.

The fee scale is subject to change based on contracted price with Apple on incoming (new students). Once a student has been issued the device, the annual fee will be locked in for the remainder of the purchase program.

Grades	Annual Charge
9th-12th	$250

Students who enroll after their 9th grade year will be charged a one time fee that is equivalent to prior year fees upon initial enrollment. Example: A student enrolls during the 11th grade year, the fee will be $750. The following year (12th grade) the student will be charged the final $250 annual fee

OR

The family may opt to defer full payment until May 1st of that school year (example - student enrolls as an 11th grader - $250 is due at the beginning of the year and the remaining balance ($500 to be paid through the school year. Please note that the parent MUST pay these periodic payments manually via FACTS, and all fees must be paid in full by May 1st.

Any student who withdraws from Madison Academy during the duration of the 9th-12th grade year will have the choice to turn in their device and relinquish all prior paid fees or pay the remainder of the device purchase price and receive transfer title of ownership of their device.

13. Return Of The Device

6th through 8th grade students will return their devices at the end of each school year. The school will inspect the device for damage and perform necessary updates and maintenance. The cost of any damage will depend on the student's compliance with the Madison Academy Device Responsible Use Policy. Failure to return the device will result in the student being charged the full price of the device. Upon a student's withdrawal from Madison Academy, the device must be promptly returned if the student is not in 9th-12th grade. If the student is in 9th-12th grade the purchase policy and procedure in section 12 applies.

14. Disciplinary Measures

Noncompliance with the above Madison Academy Device Responsible Use Policy will result in loss or restriction of device privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Madison Academy device may be revoked at any time. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused to the device. School administrators will determine violations of the Madison Academy device Responsible Use Policy. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Madison Academy. Discipline may include legal action.

The use of any Madison Academy technology is a privilege and not a right. Students are expected to use the device in accordance with this Responsible Use Policy, and any applicable laws.

Failure to use this device in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of Madison Academy.

- Student conference
- Parent conference
- Cancellation of student use or access privileges, including the privilege of taking the device home.
- School disciplinary actions
- Civil or criminal liability under applicable laws

15. Repairs and Maintenance

All devices, including power supply, are the full property of Madison Academy and are to be repaired solely by Madison Academy using the proper procedure. The technology team will respond appropriately to all requests for repair or support during business hours. Families are not to have the device repaired or replaced on their own. If there is any evidence that the devices have been tampered with in this way, the family will be responsible for purchasing a replacement device, even if it is in good working order.

When determined by Madison Academy, each device may be returned to the school for regular maintenance, software or equipment upgrades or other necessary repairs. With this regular support, the goal is to maintain the standards of the device-learning environment and help reduce future technical issues.

16. Indemnity of School for Loss or Damage and Incidental Fees

If the device is damaged or lost due to negligence, the school shall have the option of requiring the student to pay for repair of the device to a state of good working order or to reimburse the school for the replacement cost of the device.

All repairs must be handled by the technology department at Madison Academy. If a device is damaged, it must be turned in to the Madison Academy technology department where the damage will be evaluated and a decision will be made concerning the charges that the student will be responsible to cover.

When a charger is lost for MacBook Air devices it is the responsibility of the student/parent to acquire a new charger. When a charger is lost for Chromebook device, the technology department will charge the lost/broken charger fee.

9th-12th MacBook Air	Replacement/Lost	Cost of Device
	Screen Repair	$100
Chromebook	Replacement/Lost	Cost of Device
	Screen Repair	$100
	Lost/Broken Charger	$50

17. Theft

In the event of theft, parents are responsible for notifying the Madison Academy Technology Department as soon as possible. Madison Academy will act with due diligence to recover the device which may include filing a police report. A written summary may be requested for insurance purposes, and in the case of theft in school, staff must be notified immediately. The school will cover theft if the appropriate measures have been taken to notify the police and the school office in a timely manner. Students will be charged for a replacement/lost device fee until the stolen item has been recovered.

18. Privacy

All communications and information transmitted by, received from, stored within, or that passes through Madison Academy's facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the technology department. Students should not believe that they have a right to personal or confidential electronic information or communications that are exempt from this guide. Madison Academy also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

In order for Madison Academy to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require parental consent.

Madison Academy utilizes several computer software applications and web-based services, operated not by *Madison Academy*, but by third parties. A complete list of the programs with the privacy policy for each can be formally requested to the Madison Academy IT Department.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as *Madison Academy* to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This document will constitute consent for *Madison Academy* to provide personal identifying information for your child consisting of first name, last name, email address and username.

Please be advised that without receipt of this signed agreement, your enrollment package will not be considered complete as *Madison Academy* will be unable to provide your student (s) with the resources, teaching and curriculum offered by our 1:1 Learning Program.

19. Security

- Each device is assigned to an individual student. Students should never "swap" or "share" their device with another student.
- Each device's power adapter is assigned to an individual student. Students should never "swap" or "share" their power adapter or cord with another student.
- The device should be in a student's possession, or secured in a designated secure area at all times.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students should never share personal information about themselves or others while using the internet or social media.
- The device may be checked periodically to ensure that it does not contain any unapproved data. School-wide filtering is in place while at school and home, therefore, Internet history may also be checked.
- Students may NOT clear their internet history at any time.
- Students may not bypass the school's network at any time while using the school's property. Use of outside proxy servers or wireless connections - while at school - is prohibited. Students are to ONLY use the Madison Academy wireless network for connecting to the Internet while at school.
- The device should NEVER be left unattended.

20. Agreement

Parents, guardians, and students, this agreement outlines the rules for responsible use of the technology at Madison Academy. Please read this with your child. In order for your child to access provided technology, we require that this agreement be read and that parents and students sign the acknowledgement page.

Madison Academy will take measures to protect students from accessing inappropriate communications and will provide each student with training in the proper use of provided technology. The use of this technology is a privilege, which may be withheld if the student is irresponsible, or acts inappropriately.

21. 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.

22. Governing Law and Severability

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

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 that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

23. 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.

24. Disclosures

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