

No. 237.1

SECTION: PUPILS

TITLE: COMPUTER/TABLET USE

ADOPTED: 12/21/2020

## **Board of Trustees Policy**

### **STUDENT ELECTRONIC DEVICE POLICY**

The Board of Trustees ("Board") of Capital Area School for the Arts Charter School ("Charter School") believes in the advancement of student learning through the use of new and innovative technology. Consequently, the Board has approved student usage of computers and similar electronic devices ("Computer Equipment") and directs that students will have daily access to Computer Equipment to assist in their studies.

All Charter School students shall have the option at the beginning of the school year to utilize either their own personal computer or a laptop computer issued by the Charter School. The CEO or his/her designee shall annually establish a set of minimum requirements and standards for both hardware and software of Computer Equipment to be used in the Charter School setting by students. The CEO or designee shall also annually establish a program of continuing education for both students and staff regarding the use of technology in school and the care of Computer Equipment.

All Computer Equipment supplied to students are considered the property of the Charter School. The Charter School retains the right to collect and/or inspect any Computer Equipment in use at the Charter School at any time and to alter, add or delete installed software or hardware.

The Board charges each student, entrusted with, or in possession of any Computer Equipment, for any period of time, with responsibility for the proper care, maintenance and use of the Computer Equipment and any and all related applications, content and parts thereof. All students must sign the Electronic Device Policy Confirmation

attached to this policy in addition to the Acknowledgement of the Acceptable Use and Internet Safety Policy in order to use Computer Equipment at the Charter School.

All Computer Equipment and/or their content, parts and applications shall be maintained and used in accordance with manufacturer recommended specifications, administrative procedures and applicable federal and state laws and regulations.

All students entrusted with Computer Equipment and their parts and applications must adhere to administrative procedures regarding the use, maintenance, storage and return of Computer Equipment and their content, parts and applications. No material shall be purchased, used, stored, retrieved, downloaded and/or maintained on or for Computer Equipment and no attempt shall be made to do so without the prior express consent of the CEO or designee. Students will return any electronic device supplied by the Charter School at the end of the school year or upon disenrollment if prior to the end of the school year. Students may be required to submit a deposit before a computer or electronic device is issued. That deposit, will be returned upon collection of the electronic device providing it is in the same condition as when it was supplied to the student.

The Charter School prohibits the use of electronic devices by students during instructional periods, on school buses and vehicles, in locker rooms, bathrooms, health suites and other changing areas at any time unless as part of classroom or instructional-related activities. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item may not be returned until a conference has been held with a parent/guardian.

Students are responsible for any and all loss or damage in connection with the Computer Equipment and their content applications and/or parts and may be required to reimburse the Charter School for any associated damages, fines, or losses. The Charter School is not responsible for any claims, demands, damages, or awards sought against students or staff in connection with their use or attempted use of the Computer Equipment and/or their applications, content or parts.

Students shall comply with all acceptable use and administrative policies and procedures. The Charter School prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Students shall also adhere to state and federal copyright laws and regulations regarding the use and possession of computers or tablets and their applications and parts as well as any content stored, shared or attempted to be stored, shared, and/or accessed on computers. Students should refer to the Charter School's Technology Acceptable Use and Electronic Devices Policies for a

comprehensive review of the provisions and guidelines governing the Charter School's use of technology, including computers or tablets, for students.

All Computer Equipment shall be used for school purposes only as expressly authorized by the CEO and in the manner and scope as directed by the CEO. Failure to adhere to reasonable administrative procedures, directions and guidelines regarding Computer Equipment may result in any or a combination of the following consequences: reports to appropriate authorities; consequences under the Charter School's Code of Conduct; and/or the imposition of fines and/or damages as may be deemed appropriate by CEO and Board and allowed by applicable federal and/or state laws and regulations.

The CEO shall develop procedures to implement this policy, which shall include: (1) rules for the safekeeping and accounting of Computer Equipment; (2) a report to the Board on occurrence of the incidence of vandalism and/or damage to Computer Equipment, which report shall include the number and kind of incident, the cost of vandalism or loss to the Charter School, and related facts as the CEO deems appropriate.

The Charter School is not and shall not be responsible for the loss of data, delays, nondeliveries, misdeliveries, or service interruptions. The Charter School is not and shall not be responsible for any information that may be damaged or unavailable when using Computer Equipment. The Charter School is not and shall not be responsible for any damages incurred as the result of using Computer Equipment, including but not limited to, the loss of personal property used to access the Computer Equipment. Further, the Charter School is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Code of Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the Charter School.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Conduct if conducted in school.
5. The conduct involves the theft or vandalism of Charter School property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

## **Student Computer/Table Policy - Confirmation**

To acknowledge that you have received, read, understand and agree to comply with the Charter School Policy entitled, "**Student Computer/ Tablet Policy**" please sign below. Retain a copy for your personal file and return a copy to the CEO of the Charter School:

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_