DISTANCE LEARNING DIGITAL USAGE POLICY

EJE Academies are committed to supporting our families during this period of Distance Learning. To support students in need of technology during the school closures, EJE Academies will distribute iPads/Chromebooks on loan. All devices are granted on a temporary basis and will need to be returned at the end of the school year. All devices issued to students are to be utilized to support distance learning and other educational uses. Students are expected to follow the guidelines listed in EJE Academies Distance Learning Digital Usage Policy.

By accepting this equipment, I agree to ensure that my child adheres to the following guidelines:

Usage Guidelines
All students are expected to use good judgment, be safe, appropriate and respectful online.

Parent/Guardian Expectations & Guide to Safe & Responsible Student Internet Use
The technology device on loan does not have internet content filtering when accessing from home. It is the parent’s responsibility to monitor the content and usage of the device.

The device on loan is for educational purposes only. The guidelines below are suggestions to effectively guide your student’s use of the device.

- Parents should encourage their child to use and store the device in an open and safe area of your home.
- Parents should monitor their child’s usage while utilizing the internet and technology from home.
- Parents should review the guided expectations with their child.

Usage Guidelines
Unacceptable use includes but it is not limited to:
- Illegal activities, including copyright violations
- Gaining unauthorized access to network resources

Content & Software
- Accessing inappropriate or non-education websites
- Installing software applications that are not approved by EJE Academies

Security
- Using another person’s login credentials or sharing passwords
- Vandalizing or tampering with any equipment or software

Physical Hardware
- Attempting to repair, remove or install hardware, opening the iPad/Chromebook to access internal parts
- Writing, drawing, painting, defacing or placing stickers or labels on school owned iPad/Chromebook.
Student Contact

- Students shall use technology and the Internet in a safe, responsible and appropriate manner.
- Cyberbullying in any form is unacceptable. Students should not engage in cyberbullying.
- Such conduct includes, but is not limited to, threats, or making a threat on or off school grounds, to harm a student or a staff member.

Terms of the Device Loan

EJE Academies will issue a device upon compliance with the following:

1. A signed Distance Learning Device Agreement
2. Legal title to the property is with EJE Academies

Damage

- Students shall not damage school technology and shall be financially responsible for any repair or replacement required as determined by the principal or her designee.
- The purchase price of the iPad is $450.00 and the charger $39.99, Chromebook $400.00 and charger $30.00. That would be the maximum cost a parent/guardian would be responsible for.

General Care of the Device

- Students are responsible for the device. Always keep it in a secure and safe location.
- Always close the lid before moving and or transporting the Chromebook; do not close the lid with objects inside the Chromebook.
- Be very cautious with the screen. Avoid picking device up by the screen.
- Do not attempt to repair or reconfigure the iPad/Chromebook.
- Do not write, draw, paint, deface or place stickers and labels on the iPad/Chromebook.
- Never drink or eat on or near iPad/Chromebook.

Cleaning Procedure

- Always disconnect the device from the power outlet before cleaning.
- Never use liquids on the device screen or keyboard.
- Clean the screen and touchpad with a soft cloth.
- Wash hands frequently when using the iPad/Chromebook to avoid build up on the device.

Reporting a Damaged Device

To report a damaged device, submit a ticket here or on our website. Lost or stolen devices need to be reported to the school as soon as possible. If a device is stolen, please file a police report and notify the school as soon possible.

Return of Device

The device is being LOANED for the student during the period of distance learning. The device is the property of EJE Academies. The device must be returned at designated time set forth by EJE staff.

Acceptance of Responsibility

Borrower agrees to return the equipment in the same condition as when loaned and agrees to reimburse EJE Academies for any loss or damage incurred while the device is on loan. Normal wear and tear is excluded. This device is to be used for educational and school-related purposes.

Parent Signature __________________________ Date: ________________
Asset Tag# __________________________ Service Tag# __________________________ Device # __________________________