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COMMUNITY OF PEACE ACADEMY POLICY No. 4.8.1 USE OF TECHNOLOGY: DEVICES, SOFTWARE, and SUPPORT

I. DEVICES

Devices for Staff

Community of Peace Academy (CPA) is committed to providing an appropriate device for each full-time staff member. The device is intended to be used for CPA-related business as a productivity tool, curriculum tool, and for research and communication. It is not intended as a replacement for any devices that may be owned personally. Use of the device for personal purposes should be within the standards of good judgment and common sense, in compliance with CPA's published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements. The CPA device program will enable staff to conduct business from various on and off-campus locations

Ownership of Staff Devices

Ownership of the device will reside with CPA, and the device must be returned when staff employment ends. CPA will provide only one device for each student and staff member. Devices are currently maintained on a six-year replacement cycle. During that period, CPA is often able to offer operating system and application software upgrades from which some devices may not be able to benefit due to hardware limitations as the device ages.

Staff Responsibility

It is the staff member's responsibility to take appropriate precautions to prevent damage to, or loss/theft of the device. Staff members are responsible for repair or replacement costs for any equipment that is damaged/lost due to a situation that is under their control. This includes theft or damage due to misuse or carelessness. Policies for appropriate use of property as identified in the faculty/staff handbooks or elsewhere may be used to determine whether liability due to negligent behavior exists.

Distribution Process

All faculty devices are maintained to CPA standards of functionality and are able to perform as needed. Periodically new devices are purchased to upgrade a portion of our current inventory. Staff members should not expect to receive an upgraded model at any regular interval (e.g., each year).

Student Devices and Ownership of Student Devices

Each student is assigned their own device and should only use the device assigned to them. Ownership of the device will reside with CPA, and the device must be returned when the student's enrollment and CPA ends. CPA will provide only one device for each student. Devices are currently maintained on a six-year replacement cycle. During that period, CPA is often able to offer operating system and application software upgrades from which some devices may not be able to benefit due to hardware limitations as the device ages.

Student Responsibility

Students who lose or damage technology equipment may be required to perform community service to pay for the damage. Community service hours will be paid at the same starting rate as CPA student workers. The technology department will coordinate student work.

Staff members are responsible for communicating equipment rules and consequences for improper use to students. Student use of technology equipment is at the discretion of CPA staff members.

Staff should show students how to safely and properly use equipment before the student is allowed to use the device.

Theft

If any technology equipment is lost or stolen it must be reported to the Technology Department immediately. For theft or loss off-campus, it should also be reported to local police as well. The police report should include the serial number of the lost device. A copy of the police report must be sent to the Technology Department within 2 business days of the discovery of the loss so CPA can file an insurance claim. Failure to secure and submit a police report will result in personal liability for replacement costs.

Off-Campus Internet Access

Staff and Students should feel free to use CPA-issued devices to connect to the Internet from locations other than campus, such as through an Internet service provider (ISP) at their home. The device can be configured with a modem, Ethernet, or both -- two common ways to connect to the Internet through an ISP.

The Technology Department will neither provide Internet access from off-campus nor configure devices to work with an ISP. The Technology Department may offer some tips or advice about best practices for off-campus use, it will be up to the user and their ISP to make remote connections work.

Staff and Student Personal Device Onsite Use Policy

Some students' involvement in outside programs requires the use of personal or loaned devices. In addition, staff members, guest teachers, and guest speakers occasionally need to use a personal device.

Personal devices can be used on the network; however, a few expectations must be met. These expectations are not listed solely for the purpose of controlling how personal property is used, but instead to protect the school's network. All devices on the network should be configured in such a way as to prevent problems. One misconfigured device can disrupt the entire network.

The user of the device:

1. Is solely responsible for how the device is used within the school and/or connected to the school's network and is also solely responsible for the network configuration of the device.
2. Must ensure the device is fit to be on the network. In other words, if the device has a poor-quality network interface card or a corrupt operating system it could cause problems for other devices on the network.
3. Understands how to set up the device for use on the network and owns all necessary equipment for setting up the device. Cables, network cards, and antennas cannot be borrowed from the school.
4. Is responsible for the security of the device.
5. Must ensure the device is running the latest Virus Protection software if applicable including the latest weekly virus definition files and Security Patches for its Operating Systems.

6. Must ensure the device is free of spyware, adware, worms, viruses, and trojan horses.
7. May not use the device for any illegal activity, peer-to-peer file sharing, hacking or cracking this network or any other, downloading large files, or frequent viewing (or listening) to streaming media, or any software that could disrupt the network or monopolize its resources.
8. Must ensure the device is not running any Internet or web hosting services and does not have Internet Connection Sharing services turned on.
9. Understands that, due to software licensing, the Technology Department will be unable to install any school-owned software onto personal devices.
10. Understands that the Technology Department is unable to provide any tech support for personal equipment.

Personal Device Tech Support Policy

Technology that is personally owned by members of the staff or students may be used on and off-site for instructional purposes only if the technology is “plug and play”; meaning that there is no software to install, changes to configurations of CPA-owned devices or assistance from the Technology Department needed in order to use the personally owned device. The Tech Department should not be used to troubleshoot or research personal technology devices, nor to install software on CPA devices for personally owned equipment such as phones, tablets, cameras, printers, audio recording devices, external display screens, health monitors, etc.

CPA devices and/or online accounts may not be used as a storage or data backup location for any personally owned technology such as phones, tablets and/or video and audio recording devices, etc. The use of personal technology devices onsite also includes the responsibilities and policies included in the Staff and Student Personal Device section.

Classroom Student Device Charging Stations

CPA issues devices to students in a 1:1 user environment. Each student has their own device and a charger. We place charging stations in classrooms when applicable to facilitate charging opportunities for our students in order to keep their devices charged and usable throughout their school day. These charging stations may be available as a power strip for students to use their own chargers, a lockable countertop cabinet with charging cables and a power source, or a traditional lockable mobile device charging station on wheels. Staff with

classroom-assigned charging equipment are responsible for its use and security (including the key).

Student Technology for Distance Learning

CPA technology is usually not to be taken off-site unless CPA has determined that a special circumstance shall allow it. CPA will offer devices, chargers, and other necessary technology to families that are in need of equipment to participate in off-site learning.

CPA technology devices are equipped with tracking devices that alert CPA technology staff members to the location of devices in the event they are stolen. Theft of technology devices by students may result in a police report and student loss of technology privileges. Students must report damage or theft to the supervising staff member immediately.

If a student needs tech support for the devices or applications, an email or text can be sent to the CPA Helpdesk.

By accepting technology equipment from CPA to use off-site, students agree to be responsible for the safety, security, damage costs, or replacement costs of the item(s) and to follow all tech policies stated in the Family Handbook. During any situation that requires the use of Distance Learning to support the academic needs of students, CPA agrees to:

1. Supply a grade-level appropriate technology device for student use outside of school if one is needed.
2. Supply family on-boarding support in the form of instructions on the use of those devices.
3. Supply tech support troubleshooting to the family and, if it is determined by the tech department, a device exchange if it is not meeting the student's needs and cannot be remedied remotely.
4. Should we not be able to support the use of our tech equipment for distance learning, we commit to finding another way to serve the student's academic needs.

If a piece of equipment is checked out to a student or family to use off of school grounds, they are agreeing to the following:

1. Keep the device free of stickers, marking, and irreversible personalization attempts.
2. Use the device in a careful and responsible manner.
3. The family assumes responsibility for supervising the use of the device at home, following the district's acceptable use policy.
4. Return the device to the classroom teacher at the end of the school year, or whenever a student's last day at CPA is if the student withdraws before the end of the year.
5. Contact the teacher or the school's technology department in a timely manner should a problem arise with the device.
6. Be aware that the device is, at all times, the property of Community of Peace Academy, and the family shall have no right, title or interests beyond those set out in this policy.
7. Produce the device when requested by CPA for the purposes of maintenance, upgrades, exchanges, repairs, troubleshooting, or as the school deems necessary.

Families take full responsibility for any repair or damage to district-owned mobile devices while in their care. This includes any damage due to misuse, theft, accidental damage including screen repairs, liquid damage, or any deliberate damage or damage that happened because of negligent use as determined by Community of Peace Academy.

Should a family be unable to pay the full cost of replacing a damaged or lost device, CPA administration will work with the family to make a plan that meets both the family's needs and means and the school's needs. In the meantime, if the student needs a new device a family may get a replacement device by putting down a deposit on the new device. When the new device is returned at the end of the year or when the student withdraws from Community of Peace Academy, that deposit will be returned or can be used at that time towards the assessed cost of replacing or repairing the original device. Deposits for replacement devices are as follows: Chargers: \$10 Device: \$50

VI. SOFTWARE

Authorized Software

CPA user devices are configured with a standard suite of software programs that are appropriate for the device and user based upon CPA software standards. It is also possible that other applications will be provided based upon professional needs or the requirements for a device.

CPA has policies for the appropriate use of software, including the requirement to demonstrate a legal license to a program before it can be installed on a CPA device. Only legally licensed software may be used on the systems. Community of Peace Academy does not own all software or its related documentation, and, unless authorized by the software vendor or developer, does not have the right to reproduce either the software or its documentation. All software must be used in accordance with the software license agreement.

Employees must not make, acquire or use unauthorized copies of software in connection with their employment or their use of Community of Peace Academy systems, including Community of Peace Academy files and data. Users will not, in general, be given administrative rights to any CPA devices they use. Users may not install any software on a CPA-owned device.

Unauthorized Software

Any software that needs to be downloaded and installed is to be done by the Technology Department. The technology department will remove any unauthorized software in use when encountered. Unauthorized software is any software that is not approved for use and authorized for installation by the Curriculum Committee and/or the Technology Department.

1. Educational software and Programs that must be purchased need to be approved for use and authorized for installation by the Curriculum Committee and the Technology Department. A software request form is available for this purpose.
2. System software, software updates or software that is not covered by the item above must be authorized for installation by the Technology department. A tech request should be submitted for these software installs.

VII. SUPPORT

Staff Support

CPA offers support for CPA devices and systems through the Technology Department. Staff may submit a request for tech support using the Helpdesk system. Technology Department personnel will attempt to resolve problems over the telephone, using remote control, or in person. Users will be notified when support is using the remote control. The tech support request system ensures a timely response, documentation for tracking of problems, and data to pinpoint where hardware and software problems might be concentrated in order to resolve ongoing problems.

Student Support

For technical issues pertaining to student devices, there are troubleshooting guides located on the CPA website. For further assistance, students can seek support from their teacher. If the issue is still not resolved, a student or teacher may request help from a CPA tech by sending an email to the CPA Helpdesk. If it is determined that the device is not able to be fixed remotely, a tech will stop by the classroom and collect the device. A loaner device may be supplied if needed.

Data Backup

The CPA technology department provides nightly backups of all servers in the system. Copies of system backups are stored off-site in a secure environment; for this reason, restoration of data may take up to 24 hours. The last system backup each month is maintained for archive purposes.

Student and Staff files are configured to be saved on cloud storage. Users are responsible for allowing these backups to be processed. Depending upon how users intend to use the device, storing personal documents and data files on a personal storage solution may be needed. Neither CPA nor the Technology Department is responsible for the loss of personal files.

Virus, Hacking, and Security Protection

To ensure that virus protection and other security patches are current, devices must be connected to CPA's network on a regular basis, and users must take responsibility for ensuring that security updates take place on devices in their care and must not cancel the process if it is taking place. Although the Technology Department frequently pushes updates out through the network, devices that are frequently disconnected from the network may require manual updating.

Upgrades and Troubleshooting

Should any equipment require hardware upgrade (e.g., memory, peripheral, or hard disk), software installation, need repairs, or have problems that cannot be resolved over the telephone, the equipment will need to be picked up by the Technology Department for hardware service, software installation, or problem diagnosis. Technology staff will not visit homes or go to off-campus locations to provide services.

During repairs, if a backup device is available, one will be loaned to the user as a temporary substitute. Due to the nature of technology, it is often difficult to give an exact estimate for repairs. A general guideline would be to allow 2 working days for repairs. If the duration of repair work exceeds 2 working days, the user will be notified and updated as to the situation and a proposed solution.

Limitation on School Liability

The use of CPA information technology resources is at the individual's own risk. The system is provided on an "as is, as available" basis. CPA shall not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, portable storage devices, school fixed or removable data storage devices, external drives or servers, or for delays or changes in, or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause.

CPA is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. CPA shall not be responsible for unauthorized financial obligations or consequential damages from the use of technology resources arising through the use of the school resources or the Internet.

Technology Donations and Grants

Any technology-related donation or grant pursuals should include communications with the tech department as a joint effort for approval before pursuing and throughout the process. This will help us ensure that the items align with our school policies, will integrate with our tech environment, assess any budgetary needs that would arise, achieve an understanding of the tech support

needed, alternative solutions or current items have been considered and ensure that the items are the best fit for the desired application.