



STANDARD POLICIES AND PROCEDURES

<p style="text-align: center;">POLICY NAME STUDENT CHROMEBOOK POLICY</p>	<p>Section: B Policy Number: 7 Effective Date: 11/17/2022 Review Date:</p>
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La Academia de Esperanza Charter School recognizes that Chromebooks are an important learning tool that benefits all students. The Chromebook program, which provides mobile computing and wireless technology to all students, has been designed to enhance delivery and assist with individualized instruction. A primary object of this Policy is to enhance teaching and learning by focusing on Critical Thinking and Problem Solving, Communication, Collaboration, Creativity, and Innovation.

In order to benefit from the use of the Chromebooks and to ensure the device is utilized in a safe, efficient and ethical manner, all students and their parents will be required to review and sign the La Academia de Esperanza Chromebook Checkout Agreement before receiving a Chromebook.

Chromebooks in the Classroom

All students will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using their Chromebooks for inappropriate uses at home or school shall be required to meet with the Head Administrator, or his/her Designee, to determine the appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to discipline as may be outlined in the La Academia de Esperanza Student/Parent Handbook related to the use of school technology, internet usage, or general behavior.

Acceptable Use Guidelines

- Students are responsible for their ethical, socially appropriate, and educational use of the technology resources at La Academia de Esperanza.
- Access to La Academia de Esperanza technology resources is a privilege, not a right. Each student and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Checkout Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and any viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of school Administration and/or Technology Department, is against our Acceptable Use Policy and will result in disciplinary action, including the loss of

privileges to checkout a Chromebook for home use.

- Chromebooks will be filtered by CIPA compliant software for appropriate use at school or off campus.
- Parents/Guardians are responsible for monitoring appropriate use while off school grounds.
- The school is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage devices.
- Student/Borrower agrees to use his/her best efforts to assure that the school property is not damaged or rendered inoperable while in the Student/Borrower's possession.
- The Student/Borrower agrees not to use the Chromebook for commercial use or for any political advocacy.

Inspection

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by the Head Administrator, or his/her Designee, or Technology Department.

Internal Control

- Pursuant to 6.20.2.22 C. NMAC, the school shall implement an effective property control system to track all Chromebooks in the school's possession.
- Pursuant to 2.2.2.10 U. NMAC, the school shall follow the requirements for disposition of any Chromebooks that are worn out, unusable, obsolete, lost, stolen, or destroyed.

The Head Administrator, in collaboration with the school's Leadership Team and Teaching Staff, shall develop any Procedures necessary to implement this Policy.