



DISCOVERY SCHOOLS



Kenner Discovery Health Sciences Academy
Dr. John Ochsner Discovery Health Sciences Academy

Technology Usage Policy and Agreement Form

2022-2023

*The mission of **Discovery Health Sciences Academy** is to provide a rigorous learning environment where students achieve academically, develop intellectual curiosity, and practice environmental responsibility while exploring health and science topics and careers.*

Discovery Schools is an equal opportunity educational provider. We do not discriminate on the basis of race, color, religion, sex, national origin, disability, sexual orientation, and/or age in educational programs or activities that it operates.

I. Purpose

Discovery Schools is excited to continue its 1:1 technology initiative. All Discovery Schools use computer technology for instruction, assignments, projects, research and assessment. As always, we strive to provide our students with a superior education that fosters lifelong learning, 21st century skills, and academic success.

Laptops in the hands of our students provides a wealth of resources literally at the push of a button. There is a growing reliance in today's world on computers both in education and in the workplace. Discovery Schools wish is to integrate technology seamlessly into the curriculum to both increase rigor and educate students on the appropriate use of computers as an educational instrument.

Laptops at Discovery Schools are meant to be another "tool" to enhance teaching and learning in the classroom. Laptops will not be used continuously in every class every single day. Rather, Laptop use will be "teacher-directed" in activities that will augment the topics and skills being taught. The role of the teacher in the classroom will remain vital as teachers will shift from being directors of learning to be facilitators of understanding.

II. Applicability of Other School Rules and Policies

Discovery Schools authorizes the use of all technology in a manner consistent with the school's mission and disciplinary code as stated in the Parent-Student Handbook.

III. Ownership

Unless a student is up to date on their fees as of March 15th, 2022, the **laptops issued by Discovery Schools remain the sole property of Discovery Schools.** Students who are up to date on fees under the previous lease to own laptop program will continue using the same device through the end of Middle or High School and own the device if they successfully fulfill the lease terms.

Discovery Schools is the sole licensee of the software included on each Laptop. Any copying, modifying, merging, or distribution of the software by the student is prohibited.

Necessary repairs will be covered under the school's contract, inclusive of hardware defects, and most accidental damage. Parents will be responsible for replacement due to loss or theft, and any additional repairs not covered under the school's contract.

IV. Fees

All students will pay a technology fee established by the Board and Finance Department each fiscal year. The technology fee covers the device, IT management

and maintenance of hardware and software programs, a robust firewall that protects and limits student access while online at home or school, loaners, as well as all other required support.

In order for laptop technology to be issued to a student, all fees must be paid or a payment plan must be agreed to no later than August 10, 2022, or within 10 days of a student's enrollment date.

Any fee questions should be directed to the school Bursar.

V. Expectations

All students at Discovery Schools are issued technology. The student is responsible for complying with any and all hardware, software, and service provider license agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violations of any such licenses, terms, or laws shall continue a violation of the "Laptop Usage Policy and Agreement Form".

Students in grades PreK - 4th utilize assigned devices in the classroom. Students in grades 5th -12th are assigned devices they will utilize while at school and at home. Laptops will go home nightly in Middle School and High School and must be brought to school fully charged by the students each day. During holidays, Laptops usage and care is the sole responsibility of the student. Allowing students in these grades access to a take-home computer 12 months per year produces the most technology-ready students.

The responsibility and proper care and usage lies with the student at all times, including holidays and school breaks for those students who take laptops home.

- Students must never access, keep, or send anything they would not want their teachers and/or parents to see.
- Students must willingly submit their Laptop to school personnel for inspection and/or investigation upon request.
- Students will have a protective case cover for the Laptop. The student must not alter the cover in any manner. Labels are provided by the school on the cover for identification and should not be removed. No additional stickers should be placed on the protective cover, or the device.
- Students must accept the monitoring of Laptop activity at all times, even if off campus, through the management console.
- Students must fully charge Laptops each night to ensure they are ready for each school day.
- Students must not willfully or purposefully damage the Laptop or any of its peripherals. This includes, but is not limited to, writing on the protective case or device, pulling off keys, peeling back the screen, etc.

Failure to comply with these expectations may result in disciplinary action.

VI. Acceptable Use

- Discovery Schools only authorizes use of Laptops on a campus in a manner that supports the instructional goals of the school and follows the general guidelines and expectations of the school.
- Laptops should be handled and used with care.
- Laptops are to be brought to school every day fully charged unless otherwise instructed by a school administrator.
- Students must not install any program on Laptop computers unless specifically authorized to do so by a teacher or school administrator.
- Laptops are not to be used on “peer-to-peer” (P2P) or torrent sites.
- Discovery Schools web-filtering system restricts the use of social media sites.
- The intentional circumvention of school firewalls and web-filtering is prohibited.
- Students are not allowed to post images of any student or staff member.
- Students are not permitted to take video, photos, or voice recordings of anyone of anything on campus during the school day, unless given permission to do so by a teacher in the course of completing an assignment.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the Kenner Discovery Schools Wi-Fi network.
- Students must not intentionally transmit viruses, worms, and other such malicious computer programs using Laptops.
- Students must not modify, upgrade, or attempt to repair Laptops without the express written permission of Discovery Schools. Additionally, the student should not try to remove any restrictions on the device or attempt to “jailbreak” it.

VII. Security

- In monitoring the safe and appropriate use of Laptops by Discovery students, the school will use programs that can view student work in progress, access memory on the Laptops as well as “cloud” storage, emulate the screen, “force” or “kill” screens and programs, and disable some of the hardware (i.e. USB ports, camera), when necessary.
 - At school, and at home, accessible content will be subject to the web-filtering system put in place by Discovery Schools.
- The school will provide a system for labeling and identifying all Laptops.

VIII. Liability

- Students alone are responsible for all material sent by and/or stored on Laptops. Students accept responsibility for keeping Laptops free from any and all content that

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- could be harmful/dangerous to the integrity of the school's Wi-Fi or wired network.
 - is illegal in nature.
 - does not conform to the missions, goals and HEART tenets of Discovery Schools.
 - Discovery Schools is not liable for any material sent by and/or stored on student Laptops.

IX. No Guaranteed Content Privacy

- Discovery Schools cannot guarantee that content stored on student Laptops will be private.
- Discovery Schools reserves the right to monitor or access the storage on Laptop computers, including student "cloud" storage (i.e. Google Drive), for any reason in accordance with school regulations and civil law. The right to monitor includes, but is not limited to, circumstances when Discovery Schools suspects or is advised of: possible breaches in security, willful damage to the network or machine, harassment, or other violations of school policies, rules, regulations, directives, or law, or if evidence exists which demonstrates to the school that the Laptop may contain information, data, or other intellectual property that legally belongs to another party.

X. Repairs

- Laptops in need of repair will be shipped to the school's vendor of choice for repairs to be made. If the needed repair is outside of the repairs covered by the agreement, the student will be responsible for the expense. Staff will notify the student and guardian of such expenses.
- A "loaner" Laptop may be issued to the student to use during the school day, if there is one available. Laptops on loan to students awaiting repairs on their devices may be taken home, on a case by case basis. Once the repaired Laptop is back on campus, the loaner may be collected.
- A student borrowing a "loaner" will be responsible for any and all damage to or loss of the loaned device, including monetary damages.
- Students may not be re-issued an assigned device for take-home purposes until all repair fees that are not covered by the agreement are paid.

XI. Disciplinary Measures

In addition to the measures described by the school's disciplinary code in the Parent-Student handbook:

- Noncompliance with the "Laptop Usage Policy" will result in a disciplinary infraction, in the appropriate category given the violation-the consequences range from detention to possible in-school or out-of-school suspension. Continued infractions when using the machine could result in the restriction or

loss of Laptop use. Severe infractions may result in permanent termination of Laptop use by the student.

- Students are required to make full financial restitution for any unauthorized expenses incurred or any damages caused to their own Laptop or someone else's.
- School administrators reserve the right to determine when the "Laptop Usage Policy" has been violated.
- Students violating any part of the "Laptop Usage Policy" may face disciplinary action deemed appropriate in keeping with Discovery Schools' disciplinary policies and guidelines.
- When appropriate, disciplinary action may include legal action.

XII. Digital Citizenship

- CLEAR: Guidelines for students to be good "digital citizens"
 - **C**onsiderate - think before you do, say, type, or save anything
 - **L**egal and **E**thical - respect the ownership rights of others, use media only with permission, and respect the privacy of others
 - **A**ppropriate - use the technology for its intended educational purposes
 - **R**esponsible - take care of your Laptop, both the hardware and your files

XIII. Indemnification

By signing the Discovery Schools Laptop Usage Policy and Agreement, the student and his/her parent(s)/guardian(s) agree to hold Discovery Schools harmless from and against any and all liabilities, costs, attorney fees, and other damages which arise out of or relate in any way to the use of the Laptop and its software.



Discovery Schools

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Laptop Usage Policy and Agreement Form

*All parents and students must sign and submit this form on a yearly basis.

I have received a copy of Discovery School's Laptop Usage Policy and Agreement, which is also available in the Student Handbook for each school. I have reviewed the entire policy and understand the expectations, rules, regulations, and consequences contained. I understand that the student is responsible for the use of the Laptop, and will be held accountable for behavior in relation to what is outlined in this agreement, including monetary responsibility for repairs not covered in the Discovery Schools Agreement.

I understand that Discovery Schools reserves the right at any time to amend the Laptop Usage Policy and Agreement and that I will be informed of these changes by e-mail. I am aware that a digital copy of the Laptop Usage Policy and Agreement is available on the school website (<http://discoveryhsf.org>)

I further understand that Discovery Schools operates a strict web-filtering system and firewall in order to provide a "safe" Internet environment for students. The school has made all reasonable attempts to filter, remove, and block anything that might be considered inappropriate for student access. I acknowledge that it is simply impossible to restrict access to all controversial materials and I will not hold Discovery Schools responsible for any materials acquired during the use of the Laptops.

Students agree that, when not in a school setting, they will submit to parent/guardian monitoring of Laptop use. Parents/Guardians agree to supervise the use of Laptops when students are away from school. Parents/Guardians agree to any cost of replacement or repair, not covered in the warranty/lease agreement.

Student name (printed)

Student signature

Date

Parent/Guardian name (printed)

Parent/Guardian signature

Date