

Access to Electronic Media  
(Acceptable Use Policy)

The board supports reasonable access to various information formats for students, employees, and the community, and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic file and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of malicious messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior including interaction with other individuals on social networking sites, usage of chat rooms, and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them;
- District-provided email is subject to search by District Administrators at any time, and without further consent from students.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The district shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior, and discipline including appropriate orientation for staff and students.

Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources (form provided later in this packet).

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

## Employee Use

Employees shall not retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password. If an employee suspects their password has been compromised, they should contact the District Technology Department immediately to initiate a password change.

Employees are encouraged to use email and other District technology resources to promote student learning and communicate with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with student, parents, and the community concerning school-related activities, and for the purpose of supplementing classroom instruction.

Networking, communication, and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction, and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instruction, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee
2. If permission is granted, staff members will set up the site following and District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to utilize the resource prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the resource has been created, the sponsoring staff member is responsible for the following:
6. Monitoring and managing the resource to promote safe and acceptable use; and
7. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking profiles to which they invite students to be friends. Employees taking such action do so against the recommendation of the District, and at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory, or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law, and may form the basis for disciplinary action up to, and including, termination.

### Web Pages

All teachers involved in the creation of any school-related web page, including but not limited to, academic or extracurricular groups, shall follow the guidelines set forth in procedure 08.2323 AP.1. All policies from the District's technology AUP shall apply to the creation of any school-related and/or posted website.

### Community Use

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system for school related purposes, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee. Passcode to the District WiFi can be provided by the District Technology Office.

### Checkout of School Owned Electronic Devices

Electronic devices may be made available for student checkout, but shall be the responsibility of the person to whom the device is issued, and will be subject to all provisions set out in the policy and related procedures. In addition, a signed AUP form must be on file at the school or District level before an electronic device is issued to a student.

### Staff/Student Owned Mobile Computing Devices

Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to, smartphones, iPad, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

### Disregard of Rules

Individuals who refuse to sign required Acceptable Use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or district.

### Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District website, or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other education resources when questions arise concerning access to specific databases or other electronic media.

### Audit of Use

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers, or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but may not be limited to:

- Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minor, harmful to minors;
- Maintaining and securing a usage log; and
- Monitoring online activities of minors

#### Retention of Records for E-Rate Participants

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

#### References:

KRS 156.675; 701 KAR 005:120

16 KAR 1:020 KAR 001:020 (Code of Ethics)

47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520

Kentucky Education Technology System (KETS)

#### Related Policies:

03.1325/03.2325; 03.17/03.27

08.1353; 08.2322

09.14; 09.421; 09.422; 09.425; 09.426

## ACES User Agreement

1. Each student and student's parent or guardian must sign and return the Apple Computers for Eminence Students (ACES) User Agreement acknowledging receipt and acceptance of the terms of this Agreement prior to receiving an ACES computing device.
2. The restrictions set forth in the Eminence Independent Schools Acceptable Use Policy apply in their entirety to the ACES devices, whether the student is connect to the Eminence Independent Schools Network, or Internet away from school.
3. To protect students while at school and off-campus, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
4. The student's parent/guardian will be charged a take-home fee in order for the student to take the ACES device off-campus. In the event that the ACES device is damaged, the ACES device shall be returned to the District so that the District can make any necessary repairs.
5. Students and parents/guardians may not attempt any repairs/services on the ACES device either directly or by taking the device to a commercial repair facility. Damaged ACES devices must be returned to the District for repair/service. Any attempt to repair/service the ACES device could result in student/parent being charged the full replacement cost of the ACES device (up to, but not exceeding, \$999.00).
6. Remote software or configuration changes necessary for the ACES device maintenance and security (and in order to ensure that only authorized software is installed on the ACES devices) may be sent out to all ACES devices. Such software maintenance may involve the correction of an altered software or configuration, and in some cases, may remove files from the ACES device if the files are deemed to be a threat to the operation or security of the EIS Network, or are stored in unauthorized software. No notification will precede this type of remote access.
7. Students are solely responsible for backing up their data. In the event that data stored on the ACES device cannot be recovered, the District is not responsible for loss of the data.
8. Students may not permit individuals other than school personnel to use or access the ACES device assigned to them.
9. Students may not share their District-issued power cords. Replacement cost for a lost or damaged power cord is the responsibility of the student/parent.
10. Students may not download additional software to the ACES devices, except when instructed by a teacher or staff member. This includes games (such as Minecraft, JustShoot, or any other game) or online service (such as Skype). The presence of these applications will result in consequences detailed in the attached discipline guide.
11. The ACES device is at all time the property of Eminence Independent Schools. The student is granted no right to disable or modify any hardware or software installed on the ACES device, or to install new or additional programs.
12. Students shall not remove District labels or tags from the computer, nor shall they add stickers, labels, or other markings to the computer.
13. Students should not eat or drink while using the ACES device, or have food or drinks in close proximity to the ACES device. Spilling liquid on the ACES device will cause expensive damage not covered by the AppleCare Warranty. You would be responsible for the cost of that repair.
14. The ACES device is deemed to be in the custody of the student from the time the student received the ACES device until the ACES device is returned to the designated school representative. If the ACES device is lost or stolen, a parent/guardian and student shall immediately advise the Principal/designee of the incident, and provide all relevant information. When an ACES device is reported lost or stolen, the District will activate all available tracking features to help locate the device.

15. The ACES device, cord, bag, and District-owned accessories must all be returned at the end of the school year, or on the date of a student's withdrawal from Eminence Independent Schools if a student withdraws before the end of the year, or at any time upon request by a school administrator. The student must return the ACES device, cord, bag, and all District-owned accessories to the District in the same condition they were in when they were originally provided to the student. Failure to return the ACES device, cord, bag, and all District-owned accessories in accordance with these stated conditions may result in disciplinary action, additional fees (in order to replace/repair damaged or missing equipment), and/or prosecution for all applicable crimes, which will include, but may not be limited to, Grand Larceny. A student's transcripts or grades will not be released until the ACES device, cord, bag, and all District-owned accessories are returned and subsequent fees are paid in full.
16. The district retains the right to review any material sent, mailed, or accessed through an ACES device. School District Personnel have the right to inspect all material stored on an ACES device. Students have no right to privacy or confidentiality in material that was created, sent, accessed, or stored using an ACES device or an EIS Network accounts. If a ACES device is lost, this event should be immediately reported to the District. If a ACES device is stolen, this event should be immediately reported to the District and a police report should be immediately filed. A copy of this police report should be submitted to the District by the parent.
17. If the school determines that the student has failed to adequately care for the ACES device, cord, bag, and all District accessories or that the student has violated District rules or policies, the District shall impose appropriate consequences and disciplinary actions as set forth in the Eminence Independent Schools Student Handbook. If the District determines that the student acted with intent to damage the District's property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal, and/or juvenile proceedings.
18. It is the responsibility of the student to fully charge the ACES device each evening and to bring the fully charged ACES device to school each day in the district approved bag.
19. The ACES device must be kept in the approved Eminence Independent Schools bag when not in use. A free shoulder bag will be provided to the student. Backpacks with a laptop sleeve are available for purchase from the Technology Department. Should a student wish to provide their own backpack, they should first seek approval from the Superintendent's designee to verify the safety of the backpack. The ACES device should always be stored in a separate compartment from any other materials, including textbooks.
20. Any damage to the ACES device not covered under AppleCare warranty is subject to the ACES Fee Schedule. The AppleCare Warranty does not cover the cords, bag, accessories, or any personal software installed by the student. The AppleCare Warranty on the ACES device also does not cover cosmetic damage to the machine, such as scratches, dents, stickers applied, broken plastic ports, or port covers.
21. Insurance is available for the ACES device. Insurance is a separate charge from the take-home fee, is assessed independently of free/reduced lunch status, and is available on a per-year basis.
22. If accidental damage should occur to an ACES device, an official repair quote will be obtained from Apple, Inc by the technology department showing the actual cost of repair.
23. Damage to the ACES device, cords, bag, and accessories is the responsibility of the student/family if insurance is declined.
24. Liability is limited to the replacement/repair of the device. No additional liability is implied or assumed.
25. All fees are nonrefundable.

## ACES Fee Schedule

Take Home Fee	
<p>Fee: \$50 non-refundable fee per school year for off-campus usage.</p>	<p><b>Effective Date:</b> Based on the receipt of signed agreement</p> <p><b>Expiration Date:</b> Last day of school for the current school year, or date of withdrawal</p> <p><b>Exemption:</b> \$50 fee waived for students receiving Free/Reduced lunch, but parent permission is still required</p>
ACES Insurance Policy	
<p>Insurance is available for an annual, optional, non-refundable fee of \$50. This fee is in addition to, and independent of, the \$50 off-campus usage fee. This Fee covers the ACES device against all accidental damage not covered under AppleCare (repairs covered under AppleCare are the sole discretion of Apple Inc. and are not determined by Eminence Independent Schools). Complete loss of device or charger/cord/accessory are not covered under the ACES Insurance Policy, nor is liquid damage, which would be in violation of ACES Guideline #13.</p> <p>Accidental damage not incurred through a direct violation of an ACES policy, as numbered on previous pages, will be repaired at no cost to the student. Such covered accidental damage may include, but is not limited to, damage to the ACES device screen, damaged headphone jack, keyboard, or damaged AC Adapter.</p> <p>The ACES Insurance is valid for a single-use during the course of one school year, after which time a new policy will need to be purchased for that year for the optional insurance to continue. After the first insurance claim is filed, a new policy can be purchased at a cost of \$100. Should a claim be made against this second policy, a third policy will not be made available in the same school year. Any further damage will be the financial responsibility of the student and/or their guardian. The policy-count will reset each school year.</p> <p>The Insurance Policy will expire on the last day of school for the current school year, or date of withdrawal from Eminence Independent Schools.</p>	
<p>Fee: \$50 non-refundable fee per school year for optional first-damage Insurance Policy.</p> <p>Fee: \$100 non-refundable fee per school year for optional second-damage Insurance Policy.</p>	<p><b>Due Date:</b> Insurance enrollment must be completed prior to September 1, or within the first two weeks of enrollment for students entering the district after the start of school</p> <p><b>Expiration Date:</b> Last day of school for the current school year, or date of withdrawal</p> <p><b>Exemption:</b> None. As this fee is optional, it is <b>not</b> waived for Free/Reduced.</p>

Repair costs for common damage can be found below. These prices are provided as of February 2017, and are subject to change without further notification. These amounts are provided as a reference only, and may not reflect the total amount charged in the event of damage. Should a student be covered by the ACES Insurance policy, these repairs will be performed with no further charge to the student/guardian.

Damaged Screen	\$289
Damaged Keyboard	\$139
Damaged Headphone Jack	\$219
Liquid Damage (not covered by insurance)	\$515

Access to Electronic Media/ACES Participation Sign-Off Form

STUDENTS

Eminence Independent School District has access to the Internet, email, and other technologies as part of the instructional process. Students will receive Digital Citizenship training and sign a Student Acceptable Use Policy Agreement before they will be allowed to use the Internet or email. Written parental or guardian consent (below) is required before electronic resource access is given to a student. However, educators may use the Internet during class-directed instruction with or without parental or guardian consent. Students will be held accountable for breaking any of the rules listed in the Student AUP. By signing below, students and guardians are acknowledging the receipt and reading of the District's Acceptable Use Policy, 08.2323 and the attached guidelines. Students recognize that breaking any of the attached rules will result in disciplinary action, which will be at the discretion of the school principal or local law enforcement in extenuating circumstances. Students understand that their files and email can be read by their teachers and the technology staff at Eminence Independent Schools at any time.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT OR GUARDIAN

As the parent or legal guardian of the student signing above, I have read the Student Acceptable Use Policy and the ACES User Agreement for Eminence Independent School District. I understand that all technology use is to be for educational purposes only, and that Eminence Independent School District has taken precautions to eliminate access to inappropriate materials. However, I also recognize that it is impossible for the Eminence Independent School District to restrict access to all inappropriate materials, and I will not hold the District responsible for materials this child may acquire on the EIS Network or Internet while away from campus. Further, I accept full responsibility for supervision if and when my child is accessing school electronic resources outside of the school property. I understand that my child's email and data files are not private. By signing this form, you hereby accept and agree that your child's right to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedures. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to your student can also be used to access other electronic services or technology that may or may not be sponsored by the District which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers, or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

<u>Please check one</u> (Parents Grade Kindergarten-12)	
<input type="checkbox"/> I choose to enroll my student in the ACES Program, allowing Eminence Independent Schools to provide a computing device for my student. There is no financial obligation for enrollment in this program.	<input type="checkbox"/> I choose not to enroll my student in the ACES Program.
<u>Please check one</u> (Parents Grades 6-12)	
<input type="checkbox"/> I choose for my child to be an off-campus user. (Please make \$50 check payable to Eminence Independent Schools.)	<input type="checkbox"/> I choose for my child to be an on-campus user only. (No additional fees required at this time.)
<u>Please check one</u> (Parents Grades 6-12)	
<input type="checkbox"/> I choose to enroll my child's ACES device in the Eminence Independent Schools' Insurance Program for an additional fee of \$50. (Please make \$50 check payable to Eminence Independent Schools.)	<input type="checkbox"/> I choose not to enroll my child's ACES device in the Eminence Independent Schools Insurance Program, accepting liability for any damage that may occur.

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS

Name of Parent/Guardian (please print) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

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



## ACES User Tips and Recommendations

<p>Always keep track of the ACES device and take reasonable precautions to keep it safe. Never leave the ACES device unattended unless it is secured in a locked location. Devices should be supervised at all times.</p>	<p>It is recommended that you save/backup any important files from your ACES device to your student folder (H Drive). If you do not, your files cannot be recovered if the ACES device becomes damaged or if the operating system becomes corrupt.</p>
<p>When carrying the ACES device, always place it in an approved ACES bag, whether that is the district-provided shoulder bag, backpack, or approved personal backpack.</p>	<p>If you have been denoted a Day User, school employees will be responsible for distribution and collection of devices daily. Students must follow the directive of staff in regards to checking the devices in and out. If you are a day user, MacBooks are to remain at the school and should not be removed for any reason. They will be charged for you nightly.</p>
<p>Do not place the power cord or adapter against the ACES device screen in the bag. This can cause the screen to break.</p>	<p>Do not open, forward, or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Help Desk. Do not go to inappropriate/questionable websites or click on links that you do not recognize.</p>
<p>Always completely close the lid before lifting the ACES device, and leave the lid completely closed until the ACES device is placed on a stable surface, such as a table or desk. Do not carry the ACES device by the lid.</p>	<p>Never respond to emails that ask you for personal information, your username, or your password. The District technology office will never ask for this information over email.</p>
<p>Never place any items on the keyboard. (Closing the ACES device lid with earbuds, cords, or other items still on the keyboard can cause the screen to break.)</p>	<p>Teacher directed apps for learning are permitted for downloading. However, other games or music will not be permitted to be downloaded at any time. This expectation also applies to internet based sites. Remember, this is a learning tool and you will need to use good judgement.</p>
<p>When closing or storing the ACES device, either turn it off or put it on standby to protect it from overheating.</p>	<p>Students under the age of 13 will not be permitted to have an iTunes account, per the iTunes Acceptable Use Policy from Apple, Inc.</p>
<p>If you notice that the ACES device is working slowly or functioning in a strange or abnormal way, report the problem to the District Technology Department..</p>	<p>Keep the ACES device out of reach of babies and young children.</p>
<p>Remember to charge your ACES device each night and to bring it to school each day, in its district-approved bag.</p>	<p>When transporting a computer, the screen should be closed and they should be in the computer bag provided by the school.</p>
<p>Do not leave the ACES device in a vehicle. Heat damage or theft could occur.</p>	<p>Do not open email attachments from someone you don't know--an attachment may contain a virus or a malicious program.</p>
<p>Do not allow pets near the ACES device.</p>	<p>Do not stack objects on the ACES device.</p>
<p>Do not check the ACES device as luggage at the airport. If you are traveling, it should be stored in carry-on luggage only.</p>	<p>Do not post information, photos, or other items online that could embarrass you or others.</p>
<p>Be polite and courteous on the internet. Do not use offensive language such as curse words or insults.</p>	<p>Once any text or photo is placed online it is completely out of your control, even if you limit access to your page. Anything posted online is available to the world. This includes social media such as Snapchat and similar services.</p>
<p>Do not post personal information, such as your address, phone number, date of birth, class schedule, your whereabouts, or your daily activities. You could be providing this information to online predators.</p>	<p>Remember that many potential employers and colleges are universities now search the Internet to screen applicants. The online presence you are creating now will follow you for years to come.</p>

If a device has a hardware failure, it will be sent to Apple, Inc. for repair. This process may take 3-5 business days. During this time, you will be provided with an alternative computing device for use at school.

Students who transfer into the district after the start of school will be able to take their laptops home, with parent permission and payment of applicable fees, after a two-week waiting period.

Students need to be aware that the devices assigned to them belong to the district and will be monitored on a regular basis through random system checks. Our goal is to provide students constant support in appropriate and respectable use of their devices. Please see us immediately if you become aware of any inappropriate content or issues with your device.

### Device Locking



There may come a time when it is necessary for district Administration to remotely lock a computing device. If you ever see this screen on your laptop, **do not attempt to unlock it**. This passcode is not your password, or any passcode that is known prior to the locking action. After repeated failed attempts at unlocking, Apple Inc will consider this device stolen, and it can then only be unlocked by Apple. This will result in a multi-day loss of your device while it is sent away to Apple's repair facilities.

### WiFi Password

Student laptops connect to the EIS Secure network. Because of this, the password for that network is saved in your MacBook keychain, and visible to you. We know this. We know you know this. The fact that you know the EIS Secure password has never been a secret to the District. However, the District keeps a list of all devices that are allowed to connect to this network, and any other devices that you connect will receive no internet access when connected if they are not on our list. There's no point in even trying.

Likewise, if you find a device that belongs to the District (iPad, Chromebook, interactive projector, etc) that is connected to a network other than EIS Secure, **do not** take it upon yourself to connect it to EIS Secure. No matter how well your intentions may be, we connected it to that other network for a reason. Different wireless networks provide different services. We know what we're doing.

## Consequence Guide

(Please note that these are guidelines and the final decision will be made by administration)

Revoked devices will only be reissued when students complete consequence requirements to the satisfaction of school Administration.

<b>Student attempt at bypassing school monitoring and/or filtering, or installation of games or unauthorized software</b>	
First Offense:	Warning, removal of offending software or restoration of deleted configuration
Second Offense:	Removal of primary computing device, alternate device supplied for 10 school days
Third Offense:	Placement on alternate device for remainder of school year
<b>Day User Policy Violation - a student who has been denoted as a Day User repeatedly taking their laptop off campus</b>	
First offense:	Warning, computer locked for the evening
Second offense:	Detention, computer locked for the evening
Third offense:	Detention, computer locked for the evening, assigned alternate device for one week
Fourth offense:	In-school suspension, assigned to alternate device for the remainder of the year
<b>Inappropriate content on MacBook (this includes pornography and defamation of students or staff)</b>	
First offense:	Student loss of device privileges up to an entire year, depending on severity
<b>Laptop Damage (Accidental or Intentional)</b>	
<p>If damage is accidental and ACES Insurance has been purchased, the laptop will be repaired in a timely manner and returned to the student.</p> <p>If the damage is accidental but Insurance was not purchased, the student will be placed on an alternate computing device until a payment schedule is determined. Once payments begin, the student will be assigned a new primary device, but remain a day user until the balance is paid in full.</p> <p>If the damage is deliberate, the student will be placed on an alternate computing device for the remainder of the school year, and payment must be completed in-full before the student is assigned a new primary computing device in future school years.</p>	
<b>Other Technology Offenses</b>	
First Offense:	Complete Digital Driver's License assignment given by teacher or administration
Second Offense:	handwritten reflection on offense and their commitment to properly follow rules for the future; MacBook revocation (ranging from 1-day to 5-weeks), replaced with alternate device for access to instruction.
Third Offense:	Long-term MacBook revocation (6-weeks or more, to be determined by administration), to be replaced with alternate computer device for access to instruction.

Loss of ACES Program Privileges can occur when a student has any of the following

Tardies exceeding five unexcused per semester	Absences exceeding five unexcused per year	Discipline referrals exceeding three per semester
Any violation of the AUP	Any violation of the ACES User Agreement	Outstanding Fees

