



## North Carolina Cyber Academy Board Policy

### Technology Acceptable Use

2023 - 2024

Welcome to NCCA! We are excited to serve you and are looking forward to the coming school year. We wanted to go over a few things now that you are enrolled and have received the school provided laptop.

#### A. Tech Support

If you experience any issues with your new technology, or have any questions, please contact Tech Support at 888-846-2998, Option 2.

#### B. Definition of the Term: User

In the case of the Acceptable Use Policy, users refer to parents, legal guardians, students/learners, learning coaches, and staff who use NCCA's educational management software, school-issued technology, and software.

#### C. Student Responsibilities

Students are expected to abide by the provisions of this Acceptable Use Policy (AUP), [the NCCA Board Policy on Technology Responsible Use](#) and North Carolina state and federal laws. Prohibited uses fall into the following broad categories:

- Disruptive use
- Unauthorized use
- Illegal use
- Political or commercial use
- Inappropriate use
- Hacking or accessing accounts not issued to the individual user

If a student is in violation, their privileges and permissions may be revoked or limited for a period of time based on the severity of the violation. This includes access to the Learning Management System (LMS) Canvas and any communication platforms. If a student violates Board policies or state or federal laws, they will face additional and more serious consequences in accordance with those policies and laws. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.

#### Technology Responsibilities

All learners, parents, legal guardians, learning coaches and employees are expected to be familiar with and follow the expectations and requirements of the NCCA Acceptable Use Policy. The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the internet, related technology, and equipment. This policy helps ensure the safety and privacy of current and former learners, parents, and employees. This policy applies to all users and outlines the basic rules and requirements with which all users are required to comply when using technology. The users, as well as the parents or legal guardians of minor users, will be responsible for compliance with this policy and for contacting NCCA Technical Support at 888-846-2998, Option 2.

## **Laptop Guidelines**

The laptops are property of NCCA, and as such, should be treated with care. If there is any damage or issue with the laptop, please contact Tech Support immediately, or you may be billed for damages. **The laptops are for NCCA school use only. Software not intended or approved by NCCA or any games should not be installed on an NCCA issued laptop and the laptop is not for personal use outside of school.** It is recommended that student's get in the practice of saving all files to their school-issued Google account's Google Drive so that all files are not locally stored on the laptop. This will ensure that if the laptop is damaged, students will still be able to access their files that are saved in Google Drive. Please alert Tech Support within 2 school days if your student is experiencing technology issues (including power outages) that are impeding his/her participation in school.

## **Academic Consequences of Violations**

AUP violations may carry serious academic consequences. Any violation of this Acceptable Use Policy may result in warnings, usage restrictions including termination of access privileges to NCCA's learning management software or programs, the loss of a computer provided to the user by NCCA, as well as other disciplinary actions or legal proceedings. Additional potential consequences include complete suspension or even expulsion from NCCA

## **Limitation of Liability**

NCCA makes no guarantee that the functions or the services provided by or through NCCA will be error-free or without defect. NCCA will not be responsible for any damage you as a user may suffer, including, but not limited to, loss of data or interruptions of service. NCCA is not responsible for the accuracy or quality of the information obtained through or stored on any systems. NCCA will also not be responsible for financial obligations arising through the unauthorized use of the system.

## **Acknowledgment**

By signing this document, the caretaker, the designated learning coach (person other than parent or legal guardian working with the student), and the noncustodial parent acknowledge that they have read, understood, and agree to abide by this policy. The caretaker and/or designated learning coach agree to be fully responsible for explaining this policy to the learner, ensuring that the learner understands his or her obligations under this policy, and abides by it. When the user is not a minor, the user agrees that he or she understands the obligations of this policy and agrees to be fully responsible for abiding by this policy.