



# XII. Technology

## DIGITAL ACCESS

Orlando Junior Academy provides access to technology tools for students, parents, and teachers. Please visit the following website to learn about the current digital programs offered: [discoveroja.com/digitalaccess](https://discoveroja.com/digitalaccess)

## TECHNOLOGY USE POLICY AGREEMENT

All enrolled students enrolled at Orlando Junior Academy (OJA) must abide by the terms of this Technology Use Policy. A school-issued device will be made available to each student. All students are subject to the following technology use policies and procedures. These policies and procedures govern student use of electronic devices while at school for in-person instruction, Synchronous Web Instruction, and while at school-sponsored events. OJA-owned Electronic Devices, telephone system, Internet, WiFi network, and/or other electronic equipment or technology that is used in the operation of OJA are covered by this policy at all times and in all places (herein referred to as the “Computer System”). The “Computer System” also includes any off-campus storage device or company which Orlando Junior Academy uses for storage of electronic data.

## USE OF COMPUTER SYSTEM RESOURCES

The technology, network, and internet resources provided by OJA for the use by its students are expressly for the purpose of advancing the educational mission of OJA. Students should refrain from downloading or accessing videos, music, games, etc. Technology resources should not be used for personal, non-academic purposes. OJA reserves the right to access, intercept, retrieve, and/or read the entire content of any

electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any Orlando Junior Academy Computer System to the maximum extent permitted by law, including communications and data that have deleted by users.

## USE OF PERSONAL ELECTRONIC DEVICES

Students are not permitted to use any personal electronic device (e.g. smartphones, laptops, tablets) on campus during the school day, which includes after-school events (e.g. Gymnastics, sports practice and games, STEM, etc.). Students have a responsibility to have read this Technology Use Policy and know and follow the school guidelines regarding what is appropriate and permissible under this Technology Use Policy. OJA reserves the right to confiscate and examine the contents of a student's personal Electronic Devices, if they have reason to believe there is evidence of incidents including but not limited to (cyber)bullying, harassment, illegal activity, sexting, pornography, the transmission of sexual material/inappropriate pictures or videos, etc. Students who refuse to surrender their personal Electronic Devices or refuse to make the information accessible to OJA may be subject to further discipline, up to and including Expulsion, as set forth in the Student Conduct and Disciplinary Response Code.

## CELL/SMART PHONES AND SMART WATCHES

OJA students must have their phones and smart watches **powered off** (not just set to "silent") during the day when classes and/or activities are in session and during school sponsored events, both before and after typical school hours.

- In certain circumstances, students may be permitted to use a cell phone or smart watch (and earbuds) for a class activity under the direction of a teacher.
- Taking another student's cell phone or smart watch without permission will be considered stealing.

- Any cell phone or smart watch that goes off or is being used during class will automatically be confiscated.
- NOTE: *The school assumes no liability for lost or damaged phones/smart watches confiscated due to a student not following the school policy. Do not have them out or powered on.*

Failure to comply with the cell phone/smartwatch policy will result in disciplinary consequences. The frequency of non-compliance will impact the level of the consequence. Consequences may include:

1. The student is issued a warning by the teacher/staff member.
2. The student has the phone/smart watch confiscated and turned into the office where it can be picked up after school by the parent. **Again, the school will not accept responsibility for any damage or loss to the device;** however, the school will take reasonable steps to care for the device until its return.
3. The student has the phone/smart watch confiscated and is assessed **a fine of \$25.00** that must be paid when the phone is picked up at the office by the parent.
4. Further refusal to cooperate with the clearly stated expectations will result in more decisive consequences including and up to suspension or expulsion.

## ELECTRONIC COMMUNICATION

Correspondence via electronic communication on OJA's Computer System or on personal Electronic Devices are to be used primarily for educational and administrative purposes and the following guidelines should be followed:

- The content of electronic messages, documents, and/or images must conform to OJA's ethical and educational standards.
- The use of profanity, vulgarity, ethnic or racial slurs, and/or other inflammatory language in any communication is prohibited.

- Electronic messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately.
- Electronic messages by students while on campus are not private and may be monitored to ensure appropriate use.
- If students receive any inappropriate or offensive electronic communications, students shall refrain from forwarding the communications to others, and they must notify a faculty/staff member immediately.

In addition, any electronic communication sent by or to Orlando Junior Academy students, parents of students, and/or faculty/staff members which is contrary to OJA's ethical and educational standards, as provided for in this Handbook, is strictly prohibited, regardless of whether the communication is sent on an OJA or privately-owned device.

If inappropriate electronic communication is sent or received by OJA students, parents of students, or faculty/staff members which is contrary to OJA's ethical and educational standards, including, but not limited to, any communication which includes the use of sexual, threatening or abusive language, profanity, vulgarity, ethnic or racial slurs, derogatory epithets, innuendos, or other inflammatory language, Orlando Junior Academy shall have the right to inspect any Electronic Device and all information and/or data stored on the Electronic Device, no matter if the Electronic Device is on or off school property.

## **SECURITY AND CONFIDENTIALITY**

Orlando Junior Academy and the Florida Conference of SDA Department of Education shall implement, monitor, and evaluate networked and non-networked devices including personal Electronic Devices, electronic media resources for instructional and administrative purposes, including ensuring the appropriate and proper use of those resources. OJA does not guarantee the security, accuracy, quality, or confidentiality of

data accessed, prepared, stored, transmitted, or otherwise developed by or through OJA. OJA will not be responsible for any damages suffered as a result of an individual's use of OJA's Computer System, including loss of data resulting from delays, non-deliveries, or service interruptions caused by OJA's negligence, errors, or omissions.

Information prepared, stored, transmitted, or otherwise developed by or through Orlando Junior Academy, including, but not limited to email transmissions, shall not be considered private. OJA may access individual files or activity logs at any time. All computer files students save or work on while using the Computer System may not be kept confidential from students' parents/guardians.

## USER RESPONSIBILITIES

- At the beginning of each school year each student will be given their own "User Login Account/QR Badge" to access digital programs and resources. Each student assumes personal responsibility for the use of their User Login Account/QR Badge and is responsible for maintaining the security of their User Login Account/QR Badge.
- Students are prohibited from disclosing their User Login Account/QR Badge and password, and from otherwise making OJA's Computer System resources available to unauthorized individuals and/or users, including family and friends.
- Students' use of another student's or user's account or possession or collection of passwords, personal identification numbers, private digital certificates, or other secure identification information belonging to other students and/or users of the Computer System is strictly prohibited.

- A student may take the device home to complete homework but must bring the device charged and ready for class daily. **If a student does not bring the device and its accouterments to class the parent must bring them to campus within 30 minutes, if not a fee of \$25.00 will be assessed to provide the child with temporary replacement equipment.**
- Students shall not deliberately use the Computer System to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed (intentionally or unintentionally), students must notify a faculty/staff member immediately. OJA cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for students accessing any inappropriate, offensive, illegal, or obscene materials.
- Use of the Internet on the Computer System should be primarily for academic purposes as directed by faculty/staff members. Students shall not reveal personal information about themselves. Students shall not arrange meetings with anyone met online. Students shall not enter any Internet “chat rooms” unless authorized and monitored by faculty/staff. Any inappropriate use of the Internet should be reported to a faculty/staff member.
- Transmission of any material in violation of federal or state regulation is prohibited. Students shall not violate copyright laws or plagiarize the work of another. Orlando Junior Academy shall not be liable for students’ inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, students’ mistakes or negligence, or costs incurred by students.
- Use of OJA Computer System for commercial or political purposes, is a violation of these terms and conditions of use and strictly prohibited.
- Students are prohibited from installing, storing, or using unlicensed or illegal copies of software on the Orlando Junior Academy Computer System. Transmission of such software over OJA’s Computer System is strictly prohibited. Only the IT

Department is authorized to install or uninstall software on OJA's Computer System.

- Students may use only the Computer System for which they are authorized and only for the purposes specified.
- The introduction of data or programs which in some way endangers the Computer System resources or the information of other users, (e.g. a computer worm, virus, or other destructive code), or which infringes upon the rights of other OJA Computer System users, (e.g. inappropriate, obscene, pornographic, bigoted, or abusive materials) is strictly prohibited.
- Students may not attempt to circumvent security systems or to exploit or probe for security holes in any Orlando Junior Academy Computer System or system, nor may students attempt any such activity against other systems accessed through OJA's Computer System. Execution or compilation of programs designed to breach system security is strictly prohibited.
- If a student's personal Electronic Devices are encrypted and OJA deems it necessary to inspect the Electronic Devices, the students must make all data available in an unencrypted format.
- The printing facilities of Orlando Junior Academy should be used sparingly. Unnecessary printing may result in the loss of printing privileges.
- Vandalism will result in cancellation of Computer System privileges and other disciplinary measures in compliance with this Technology Use Policy and the Student Conduct and Disciplinary Response Code. Vandalism of the Computer System includes any malicious attempt to access, copy, use, harm, or destroy data of another user, or of any of the agencies or other networks that are connected to the Computer System's Internet, and as the intentional damaging or destruction of OJA-owned Computer System hardware or software.
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of OJA.



- Access to the Computer System is a privilege, not a right, and students shall be required to acknowledge receipt of these policies.
- Students will be required to comply with this Technology Use Policy.
- This Technology Use Policy may be modified at any time.

## CHILDREN'S ONLINE PRIVACY PROTECTION RULE

Nearly all other social media services require users to be at least 13 years of age to access and use their services. The reason most social media services use an age limit of 13 or over is in part because of a law in the USA. The COPPA law or *Children's Online Privacy Protection Act* states that any organisations or people operating online services (including social media services) are not allowed to collect the personal information of anyone under the age of 13 without parental permission.

## SOCIAL NETWORKS

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Orlando Junior Academy, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Orlando Junior Academy reserves the right to look at students' social media. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, faculty/staff, and OJA. Students found to be posting such comments are subject to disciplinary action.

## CONSEQUENCES OF VIOLATIONS

Any use of Orlando Junior Academy's Computer System resources which violates OJA's policies and procedures involving the use of computers and networks may result in disciplinary actions, including, but not limited to, OJA removing data and programs that

are found to be inappropriate, terminating the Computer System privileges of the violating user, Suspension, or Expulsion. Administration will determine when a policy or procedure has been violated and appropriate consequences.

If Orlando Junior Academy's filtering and firewall systems encounter a student using inappropriate language, topics, or content in emails, texts, social media posts, chat rooms, etc., the student will be disciplined as follows:

- 1st offense: Warning / Suspension based on severity of offense
- 2nd offense: Disciplinary action determined by Administration
- 3rd offense: Enhanced disciplinary action determined by up to expulsion

In addition to violating this Technology Use Policy, certain Computer System misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties and/or prosecution. Such misconduct includes knowingly gaining unauthorized access to the Computer System, illegally gaining access to data, causing the Computer System to malfunction, or interrupting the operation of the Computer System without the effective consent of the owner/operator. Violators of such misconduct may be reported to appropriate law enforcement.

# School-issued Device Loan Agreement



**ORLANDO JUNIOR**  
ACADEMY

Student Name: \_\_\_\_\_

Device Serial Number: \_\_\_\_\_

Cable included?  Yes  No

Device Type:  iPad  Laptop  Other \_\_\_\_\_

Charger included?  Yes  No

Device Name: \_\_\_\_\_ Asset Tag #: \_\_\_\_\_

Headphones included?  Yes  No

*We are loaning you this computer/iPad for the benefit of your child in supporting and developing their education. With this computer/iPad your child will be able to build on and enhance their skills, knowledge, and understanding.*

1. The loan agreement exists between the school and the student and parent/guardian who has signed this loan agreement.
2. The computer/iPad is loaned temporarily while the student is enrolled at the school. We will inform you of the dates by when or on which the computer/iPad must be returned. You will be financially responsible for the computer/iPad not returned by that time. When the student is no longer enrolled at this school, you must return the computer/iPad.
3. You will be issued with a laptop/iPad and power supply. These remain the property of the school. A student may take the device home to complete homework but must bring the device charged and ready for class *daily*. **If a student does not bring the device and its accouterments to class the parent must bring them to campus within 30 minutes, if not a fee of \$25.00 will be assessed to provide the child with temporary replacement equipment.**
4. You are not to install software/apps on your computer/iPad. At no point may you physically open the computer/iPad and make changes to the inner hardware.
5. The computer/iPad must not be used for any illegal and/or antisocial purposes. All use of the computer should be in accordance with the school's acceptable use policy. There is not an expectation of privacy for any data stored on this computer.
6. There may be occasions when we need you to return the computer/iPad to school for upgrades and maintenance. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the computer/iPad. The school cannot be held responsible for the loss or damage of any data on the computer/iPad during this process. It is your responsibility to return the computer/iPad to school. During this process, technical members of staff may view data or programs on the computer/iPad.
7. All technical support and maintenance must go through the school.
8. If your computer/iPad is stolen, you must immediately report it to the police and get a police report. Immediately report this to us; we will make every effort to replace the computer/iPad when we are able.
9. If your computer/iPad is damaged in any way, please contact us immediately.
10. **You are financially responsible for any damage to or loss of the device.**
11. You have a responsibility to take reasonable care to ensure the security of the computer/iPad.
12. You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.
13. Reasonable health and safety precautions should be taken when using a computer/iPad. The school is not responsible for any damage to person or property resulting from the computer/iPad or equipment loaned.
14. The school is not responsible for any costs resulting from the use of the computer/iPad, including electricity, printer cartridges, paper, or any cost occurring from an internet service not provided by the school.

**I, the parent/guardian, have read or had explained and understand the terms and conditions in the home loan agreement. I understand that by breaching the conditions, the loan of the computer/iPad may be withdrawn by the school and disciplinary action may be taken.**

Parent/Guardian Name & Address: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE ONLY: Device & Items Returned on** \_\_\_\_\_  
Date Name & Signature of School Staff