



# TECHNOLOGY AGREEMENT

JUNIOR HIGH &  
HIGH SCHOOL

2017 // 2018

## INTRODUCTION

Thales Academy develops classical thinkers with 21st century skills. Since the beginning of Thales Academy, we have recognized the advantage of providing students the opportunity to use the latest technology as a learning tool to help each achieve their fullest potential. With this technology comes a willingness to learn, experiment, and take on additional responsibilities as a student at Thales Academy. Upon enrollment, students at Thales Academy grades 8-12 are assigned a school-owned Apple iPad for daily use on and off campus. This document outlines the expectations we have for students and families regarding appropriate use, maintenance, and protection of all school-owned technology, including specific expectations regarding student-assigned iPads.

### Goals for Student Users

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- To increase student productivity in and outside of the classroom when completing assignments, projects and other activities assigned in all classes.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To increase access to quality materials and learning experiences.

### Technology Access

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Students have access to shared-use technology resources at Thales Academy at the direction of staff and only under adult supervision. Students in grades 8–12 are issued an iPad on the first day of school for their personal use on and off campus during the school year. iPads are subject to collection, replacement, or review at any time by Thales Academy administration. Student access to technology resources may be modified, restricted, or revoked by Thales Academy administration at any time. iPads or other student-assigned technology may be scheduled for return at the end of the year, and must be returned no later than the last day of school for a given year, or immediately in the event of a student withdrawal or transfer. School-owned technology that is not returned by the

communicated deadline will be treated as stolen, and Thales Academy will levy fees and pursue legal action if needed to recover school-owned technology.

## Email and Other Accounts

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Students in grades 6–12 are assigned a Google Apps for Education account intended for school-related email correspondence and associated account access only. In accordance with federal law, students are not permitted to use their Thales Academy email accounts with non-educational or otherwise unapproved services and software. Information for parents is not sent to student email addresses. Student email accounts are monitored by Thales administration for compliance with the Student Code of Conduct. Communication sent to or received by a Thales Academy email account that is in any way in violation of the Student Code of Conduct will result in disciplinary action. This includes, but is not limited to: aggression, intimidation, sexual harassment, plagiarism, cheating, bullying, inappropriate behavior and language, and illegal activity.

Parents of students under the age of 13 may request deactivation of the email feature of the Google apps account. Parents of children over the age of 13 are invited to discuss any concerns regarding email communication with Thales Academy administration.

In addition to email, students are assigned accounts for the Canvas learning management system to access class materials and assignments. Parents are given instructions on how to access their own Canvas account to observe student progress. Students will also be given managed Apple ID accounts for use with Apple's iCloud service. For other software and services that may be provided by Thales Academy, students are permitted to create free, secure, spam-free accounts using their school email address.

## APPROPRIATE USE

Students agree to use Thales Academy technology only for educational use while at school. While Thales Academy takes precautions to provide students with a safe, educational experience while using technology resources, appropriate use of technology, including use of the iPad on and off campus, is the student's responsibility. Appropriate use is defined in detail below, and applies to use of school-owned technology at all times and in all places.

## **Internet Access**

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Thales Academy provides and maintains high-speed internet access for students using school-owned devices on campus. Internet content filtering is provided for school-owned devices on and off campus through third party software, and activity is monitored for compliance with the expectations set in the Student Handbook. Parents are provided with summary emails regarding student browsing activity on school-owned devices and can opt out of these notifications at any time. Parents are also provided the opportunity to customize internet restrictions on school-owned iPads while at home.

As outlined in the Student Handbook, personal electronic devices are not allowed at school, and will furthermore not be granted access to school networks. Students attempting to connect personal devices to Thales Academy networks may be subject to disciplinary action and confiscation of the device.

## **Software Modification**

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Software modification of any type, or the unsuccessful attempt thereof, is prohibited unless specifically under the direction of Thales Academy staff. This includes, but is not limited to, the following:

- Attempting to modify or replace computer or iPad operating system or included software.
- Attempting to modify Wi-Fi IP, DNS, VPN, MAC address or Proxy configuration settings.
- Attempting to modify management profiles
- Attempting to download unauthorized applications.

Changing any settings, including the passcode, on another student's assigned iPad is not permitted under any circumstances.

## RESPONSIBILITY

Students are responsible for having their iPad charged and ready to use in class every day. Thales Academy does not provide iPads, chargers or USB cables in the event that a student forgets his or hers at home. Students should report any software or hardware issues as soon as they occur. Technical Maintenance, including updating software is a responsibility of Thales Academy. Students are responsible for alerting staff to maintenance needs and following technical instructions from teachers and staff.

### Data

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Students are responsible for maintaining a current backup of their data. The school-provided email account includes free Google Drive storage. Students are provided with an iCloud account for additional document syncing. As mentioned previously, other document backup/sync options (including Dropbox or Box Sync) are readily accessible. Students should save work to cloud storage accounts whenever possible. Student work saved to shared-use computers is subject to deletion at any point without warning.

Data loss can occur at any time for various reasons, and Thales Academy is not responsible for unfortunate academic consequences resulting from data loss with no backup solution. While administrators and teachers will make frequent recommendations regarding proper data protection, it is ultimately the student's responsibility. In the event a student's iPad assignment changes for any reason, it is the student's responsibility to make sure all data is accessible on the replacement iPad.

For security, students set a passcode on their assigned device to prevent unauthorized access. Thales Academy staff reserves the right to clear, reset, or request knowledge of this passcode at any point.

## Technology Hardware

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Students are expected to be responsible and respectful in their use of all school-owned technology. Damage or defacement of school property is punishable under the Student Code of Conduct. Students will be held responsible for any damage caused by intentional or negligent acts in caring for Thales Academy devices under their control. Failure to comply with the Student Code of Conduct when handling school-owned technology can result in disciplinary action, loss of privileges, and financial liability.

## Damage to iPads

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While accidents can happen, damage or theft of school-owned iPads is almost always preventable. In the event of damage to a Thales Academy iPad, the student will be assessed a minimum \$50 fee for covering the repair. In the event of willful damage, the full retail cost of the iPad will be charged along with appropriate discipline action as outlined in the Student Code of Conduct. To avoid physical damage to the iPad, follow these guidelines:

- Always keep the iPad in an approved protective case.
- Always use the iPad with clean hands and away from food or beverages.
- Never use chemical solvents to clean the iPad screen. A slightly damp microfiber cloth is all that is needed.
- Never use 3rd party or underpowered chargers with the iPad. iPads are provided to students with genuine Apple chargers and cables that meet the exact specifications of the iPad. iPads require a 10 or 12-watt charger based on the model, with an MFi-certified lightning cable. Use of inappropriate charging accessories can result in damage to the iPad charging connector or battery.
- Always make sure the iPad is securely transported. This means not carrying the iPad in a stack of other items that may slip out of grip, and not transporting the iPad in a backpack compartment with loose items or liquids that may come in contact with the iPad during transit.
- Never subject the iPad to temperature extremes (below 32 °F or above 95 °F), or drastic temperature changes.
- Never seek or attempt unauthorized technical support and service.

## **iPad Protective Cases**

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School owned iPad cases should not be modified, destroyed or adorned with stickers. Items placed inside the case that obscure identifying labels used by IT staff may be removed and discarded without warning.

## **iPad USB Chargers**

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iPad charging cables should not be crimped, pinched, or wrapped tightly around the charging block. When connecting and disconnecting the cable, students should take care to hold the cable by the plastic connector. Pulling on the cable to remove it from the iPad will cause damage to the cable. A properly maintained iPad charger will last several years. In the event a charger no longer functions due to misuse, students may purchase a replacement charging block and/or cable from Thales Academy. Should a charger or cable fail under normal use with no signs of damage it, it will be replaced at no cost to the student.

Because chargers are easily forgotten and lost, students should not let other students use their assigned chargers without their direct supervision. Students will be required to purchase a replacement charger if theirs is lost by another student.

## **Avoiding Theft**

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Due to their size, portability, and value, iPads are especially vulnerable to theft. Theft of a Thales Academy iPad as a result of student negligence will incur a full-retail replacement cost. Student negligence can include leaving the iPad in plain sight unattended or in an unlocked vehicle. If you must leave the iPad in a vehicle, the best place is in a locked trunk within the acceptable temperature range listed on the previous page.

Students should restrict iPad use to their own use or supervision. Sharing of an iPad for collaborative school work (group projects, etc.) is acceptable and encouraged, but always under the supervision of the student responsible for its protection.

Students are able to use their school-provided iCloud account and the Find My iPad app provided on all student iPads to locate a misplaced device. In the event that a student is unable to recover their assigned iPad using Find my iPad, he or she should notify a Thales Administrator immediately.

## Financial Responsibility

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A non-refundable usage fee of \$25 is collected from each student at the beginning of the school year. Beyond the initial usage fee, students incur no cost for additional software or educational tools provided as a part of this program. This is not insurance, but it does allow us to discount the fees for damaged devices and accessories as explained below.

- \$329: Full retail replacement cost in the event of loss or willful damage.
- \$50–\$150: Damage to a Thales Academy iPad. Discounted price based on severity of damage and situation
- \$35: Damage to a Thales Academy protective case
- \$10: Replacement Apple 10/12W USB Charging block
- \$10: Replacement Apple Lightning Cable

## Amendments and Alterations

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Technology changes rapidly, and Thales Academy reserves the right to amend or alter this agreement as necessary. This Technology Agreement is updated each year, and agreement to the terms set forth in this agreement is a requirement of enrollment each school year. Students and parents will be notified of policy changes regarding technology that occur mid-year. If you have questions about this agreement, please contact Thales Administration at your local campus.