## Policy 5028.1: Acceptable Technology Use

**Status:** ADOPTED

**Original Adopted Date:** 06/09/2006 | **Last Revised Date:** 11/14/2025 | **Last Reviewed Date:** 11/14/2025

### Acceptable Use

**JCS, Inc. (JCS) will provide staff, students, and parents with information about the privileges and responsibilities of using the Internet and school computer networks and technology resources. In accordance with our responsibilities, the Children's Internet Protection Act and other regulations and guidelines regarding the use of School computer systems either at school or away from school, JCS has adopted an Acceptable Use Agreement that is required to be read and acknowledged by each parent/guardian and student as part of the registration/enrollment process.**

- **The Acceptable Technology Use Agreement is included in the Annual Parent Notifications and is provided to parents/guardians annually upon enrollment/re-enrollment. A digital copy of the acknowledgment is maintained by the school.**
- **The Acceptable Technology Use Agreement and policy are reviewed on a regular basis by the Superintendent or designee and updates and modifications are made as needed.**
- **Teachers, parents and/or staff will instruct students in appropriate ways to access and use Internet resources.**
- **Teachers, parents and/or staff will use reasonable measures to ensure that information gathered from the Internet appropriately supports educational purposes.**
- **JCS has taken reasonable precautions to restrict access to materials it considers harmful and to materials that do not support approved educational objectives.**
- **Before identifying a student by name or photo, the school must have on file a Parent/Guardian Release with the applicable student work/pictures permission section signed by the parent authorizing publication.**
- **Staff will refer, to his/her direct supervisor, any individual who violates provisions of this policy for disciplinary action.**
- **Cancellation of user privileges and other consequences will be at the discretion of the staff.**

### JCS-Issued Devices

JCS provides each enrolled student with access to a Chromebook or other portable electronic device to support learning. These devices are instructional tools and remain the property of JCS. Upon enrollment, families are required to complete a form affirming care and responsibility for the device before it is issued. Families will also be given the option to opt in to the Chromebook Assurance Program, as outlined in policy 5049.1.
Families who do not wish to use a JCS-issued device may waive this opportunity upon enrollment but will be given notice that they will still be asked to use a JCS-issued device for state testing and high school finals to ensure access to a secure browser.

Annually, upon re-enrollment, all families will be asked to re-affirm care/responsibility of a device or waive access to a JCS-issued device for daily work and will be given the option to opt in the Assurance Program.

**Student and Parent/Guardian Responsibilities**

- Device Agreement: Before receiving a device, the student and parent/guardian must acknowledge their wish to receive a JCS-issued device. This form affirms their agreement to follow all JCS policies, including the Acceptable Use terms.

- Care of Device: Students and families are expected to maintain devices in good condition and protect them from loss, theft, and damage. Costs for repair or replacement due to negligence or misuse may be charged to the family, not to exceed the replacement value of the device. Families who choose to opt in to the Assurance Program may have a reduced cost in the event of damage.

- Return of Device: Devices must be returned to JCS when requested, upon withdrawal, or at the end of enrollment. Devices remain JCS property at all times.

**Usage Guidelines**

- File Storage: Students are encouraged to save schoolwork to cloud storage (e.g., Google Drive). JCS is not responsible for files lost due to device malfunction, reset, or return.
- Software and Content: Only JCS-approved applications and content may be installed or accessed. Unauthorized software, apps, or files (including pirated material or malware) are prohibited.
- Internet Access: Families are responsible for any costs related to Internet access outside of JCS-provided networks. Hotspots may be provided to unduplicated students or others experiencing need.
- Acceptable Use: All JCS regulations, policies, and applicable laws (including copyright and intellectual property laws) apply to device use. Viewing or accessing pornographic, sexually explicit, or otherwise inappropriate material is prohibited.
- Identification: JCS identification labels and settings must remain intact. Device names or system identifiers may not be altered.

**Support and Repairs**

- In the event of device malfunction, families should promptly notify JCS. Do not attempt unauthorized repairs.
- JCS will evaluate the device and provide repair or replacement as appropriate.
- Families may be financially responsible for repair or replacement if damage results from negligence or misuse.

**Opt-Out Option**

Families who choose not to receive a JCS-issued device may submit a waiver form. Students who opt out are expected to use their own personal device for instructional purposes, and the same acceptable use policies apply when accessing JCS platforms. Families who choose to waive the use of a JCS-issued device have no guarantee that the operating system or browser will be sufficient for completing schoolwork. The school is unable to monitor personal devices and cannot use safety-monitoring applications such as Securly.

**Consequences for Misuse**

**Violation of this policy may result in:**

- **Temporary or permanent loss of device privileges,**
- **Disciplinary action in line with JCS policies, and/or**
- **Financial liability for damage or loss.**

**Original Policy 06/09/06**
**Revised Policy 09/10/09**
**Revised Policy 06/05/2020**
**Revised Policy 4/14/2023**
**Revised Policy 09/12/2025**

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**Supporting Documents**

- Acceptable Technology Use
- Acceptable Technology Use Acknowledgment - Google Forms

JCS-Inc. Form

# JCS, Inc. Acceptable Technology Use Agreement

JCS provides each student with a Chromebook or other portable device, as well as access to the Internet, email, and online learning tools. These resources are important for learning, collaboration, and preparing students for college and careers.

Our goal is to make sure students use technology safely, responsibly, and respectfully. This document explains the expectations for students and families.

**Scope**

Acceptable Technology Use applies to:

- All JCS devices (Chromebooks, tablets, hotspots, etc.), whether used at school, home, or elsewhere.
- All JCS accounts and networks (Google Workspace, online classrooms, JCS email, learning apps).
- Any personal device when it connects to a JCS network or is used for schoolwork.

**Educational Use Only**

Technology provided by JCS is for:

- Completing schoolwork and projects.
- Research, creativity, and communication related to learning.
- Building digital skills and safe online practices.

It may not be used for personal business, shopping, or other non-school purposes.

Parent/guardian may waive the use of a JCS-issued device for daily assignments; however by waiving this opportunity parent/guardian acknowledges that:

- The student will still be required to use a JCS-issued device for statewide assessments and high school finals.
- The school will not be able to fully monitor the safe use of a personal device.
- The school will not be responsible for the care, maintenance or technology support of a personal device used for school purposes.

**Student Responsibilities**

Students are expected to:

- Take care of their device and keep it safe from loss, theft, or damage.
- Use only their own login and password, and never share them with others.
- Save schoolwork in approved places (such as Google Drive).
- Report broken equipment, lost devices, or suspicious messages to a teacher or staff member right away.

**Prohibited Uses**

Students may not use JCS devices, accounts, or networks to:

- Access, share, or create content that is harmful, hateful, obscene, sexually explicit, or violent.
- Bully, harass, threaten, or intimidate others (including through social media).

- Cheat, plagiarize, or misrepresent their work.
- Install unauthorized apps or software.
- Spread computer viruses, hack systems, or tamper with settings.
- Share personal information (address, phone number, passwords) without permission.

**Digital Citizenship**

Students are expected to:

- Be respectful: Use kind and appropriate language in all messages, posts, and schoolwork.
- Be safe: Protect personal information and respect the privacy of others.
- Be fair: Follow copyright and intellectual property laws—give credit when using someone else's ideas, images, or work.
- Be responsible: Remember that what you post or share creates a digital footprint.

**Privacy & Security**

- JCS devices, networks, and accounts are school property. Students should not expect privacy in files, email, or Internet use.
- JCS may monitor activity to ensure safety, compliance with the Children's Internet Protection Act (CIPA), and responsible use.
- JCS follows federal laws, including FERPA and COPPA, to protect student information.

**Device Care & Return**

- Devices must be returned if a student leaves JCS or when requested by the school.
- Families may be responsible for repair or replacement costs if damage or loss occurs through negligence or misuse (up to the full replacement value).
- Identification labels and settings placed by JCS must not be removed or altered.

Parent/guardian may opt in to the Chromebook Assurance Program, an *optional* program available to all families to cover accidental damage to the Chromebook and reduce out-of-pocket cost in the event of accidental damage or loss.

**Consequences of Misuse**

Misuse of technology may result in:

- Warnings or restricted access.
- Loss of device or Internet privileges.
- Disciplinary action under JCS policies.
- Financial responsibility for damages.
- Possible referral to law enforcement for serious violations.

**Family Partnership**

Parents/guardians are encouraged to:

- Talk with their child about safe and responsible online behavior.
- Monitor device use at home.
- Help their child balance screen time with offline activities.

**Acknowledgment**

By completing the Acceptable Technology Use Acknowledgement Form, families acknowledge that they have read and understand this document and agree to support their student in following these expectations.

# Acceptable Technology Use Acknowledgement

JCS provides each student with a Chromebook or other portable device, as well as access to the Internet, email, and online learning tools. Our goal is to make sure students use technology safely, responsibly, and respectfully.

Please complete the following form to confirm you have reviewed the Acceptable Technology Use Acknowledgement and to select your preference related to a JCS-issued device.

* Indicates required question

## Student Information

1. Student's School *

   *Mark only one oval.*

   - ◯ JCS-Cedar Cove
   - ◯ JCS-LIVE
   - ◯ JCS-Manzanita
   - ◯ JCS-Mountain Oaks
   - ◯ JCS-Pine Hills
   - ◯ JCS-Pine Valley

2. Student's LAST name *

   _____

3. Student's FIRST name *

   _____

4. Student's date of birth *

*Example: January 7, 2019*

5. Student's grade level *

*Mark only one oval.*

- TK
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

6. Program *

*Mark only one oval.*

- Home study
- Academy
- JCS-LIVE
- Unknown

7. Parent/Guardian LAST name *

8. Parent/Guardian FIRST name *

9. Parent email *

## JCS-Issued Chromebook

JCS provides a Chromebook or other similar portable device for daily student work as well as for statewide assessments and high school finals.
The parent/guardian may waive the use of a JCS-issued device for daily assignments; however by waiving this opportunity parent/guardian acknowledges that:

- The student will still be required to use a JCS-issued device for statewide assessments and high school finals.
- The school will not be able to fully monitor the safe use of a personal device.
- The school will not be responsible for the care, maintenance or technology support of a personal device used for school purposes.

10. I would like my child to have a JCS-issued Chromebook. *

*Mark only one oval.*

- ◯ Yes *Skip to question 12*
- ◯ No *Skip to question 11*

*Skip to question 10*

## Portable Device Waiver Acknowledgment

I acknowledge that I do NOT wish my child to have a JCS-issued Chromebook or other similar device for daily schoolwork at this time. I understand:

- My child will still be required to use a JCS-issued device for statewide assessments and high school finals.
- The school will not be able to fully monitor the safe use of a personal device.
- The school will not be responsible for the care, maintenance or technology support of a personal device used for school purposes.
- At any time, I can ask for a JCS-issued device and rescind this waiver.

Typing your name below indicates your e-signature.

11. e-signature *

_____

## Portable Device Shipping

Please complete the following information to have a JCS Chromebook or other portable device issued to your student. Parent/guardian can opt to have the device shipped to the home or picked up at the Resource Center in Temecula.

12. Phone number *

_____

13. Shipping Address (write N/A if picking up at the RC) *

_____

*Skip to question 14*

## Portable Device Acknowlegement

By completing this section families acknowledge that they have read and understand the Acceptable Technology Use Agreement and agree to support their student in following these expectations for care and safe use of the JCS device. Typing your name below indicates your e-signature.

14. e-signature *

*Skip to question 15*

## Chromebook Assurance Program

The JCS, Inc. Chromebook Assurance Program is an *optional* program that offers coverage for accidental damage to your student's Chromebook and reduces out-of-pocket costs in the event of accidental damage or loss.

**Cost:** $25 per device  paid annually

**What's covered:**
- Accidental damage (e.g., cracked screens, spills).
- Limited replacement coverage in the event of theft or loss.
- Reduced or eliminated repair costs for covered incidents.

**What's not covered:**
- Intentional damage, lost chargers, and repeated incidents may result in additional costs.

**Enrollment:** To participate, please complete the enrollment form and use the provided link to submit your payment.

15. I would like to participate in the Chromebook Assurance Program. *

*Mark only one oval.*

- ◯ Yes
- ◯ No

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