

Lehigh Christian Academy's Policy for Personally Owned Computing and Communication Devices

LCA's administration will allow students in 5th through 8th grade the use of their personally owned devices for computing and communication. The use of personally owned devices is a privilege, not a right, and may be revoked anytime at the discretion of the LCA's administration. The following guidelines must be followed by anyone bringing a personally owned device into any Lehigh Christian Academy premises.

Technology Policies and Guidelines

- LCA's policies and guidelines regarding the following must be read and followed at all times:
 - Internet Acceptable Use Policy
 - Student and Parent Handbook
 - POD policy (This document)
- Internet access as provided by LCA on the schools wireless network will be filtered in accordance with the Child Internet Protection Act (CIPA) and school policy.
- All internet access on LCA's network is not considered private and maybe be monitored at any time.
- Illegal, malicious, or inappropriate activities including, but not limited to hacking, cyber-bullying, and offensive or obscene materials are strictly prohibited. Inappropriate use of a personally owned device is considered a punishable offense. Failure to comply with these guidelines may result in, but is not limited to, loss of access to the network, loss of usage privileges and/or referral to proper authorities for legal action.
- Personally owned devices are to be used for academic purposes only. Participation in non-educational activities including viewing or listening to streaming or stored media, without educational value, are activities that are not allowed.
- Each POD must be registered by the owner at LCA. If a student shares their POD with another student both the student owner and the student user will be held responsible for any violations of these policies.
- A Personally Owned Device Usage Agreement form must be completed, signed, and on file at the LCA office for each school year.

Connectivity

- There are currently no secure charging stations and a limited number power outlets in the school. Therefore it is the owners' responsibility to make sure their device is fully charged before they come to school each day.
- While the personal device is being used at LCA, connection to an outside network via broadband, air card, 3/4G or any other means is not permitted.
- LCA provides a guest wireless network for personal devices. It requires a password and only iOS(Apple), Android, and e-reader devices will be allowed access to the network. The connection of laptops or other prohibited devices will result in the loss of access to the wireless network for the rest of the year.

Support

- Lehigh Christian Academy will not provide any type of technical support for personally owned devices beyond providing basic wireless connectivity.

Liability

- Owners of personal devices incur certain risks in choosing to bring their equipment into any LCA building or to any LCA sanctioned event and will be responsible for any and all damage that results from this choice. LCA will not be held responsible for any damage, loss or theft that occurs to the personal device.

PERSONALLY OWNED DEVICE USAGE AGREEMENT

(To be turned in at LCA's office)

Student Name _____
Grade _____
Type Device _____
Model _____
Serial Number _____

The above person is allowed to use their personal equipment on Lehigh Christian Academy premises. This individual must follow these LCA's policies; Internet Acceptable Use Policy, Student and Parent Handbook, the Personally Owned Device policy. These documents are located on our District Website.

By signing below the individual and guardian agree to the following stipulations:

1. The property remains the property of the individual but must abide by all LCA'S rules and regulations.
2. While on LCA grounds, the property shall be used only in connection with the individual's study assignments.
3. The individual is responsible for all damage as listed in the LCA Personally Owned Device Guidelines.
4. The individual has read, understands and agrees to the provisions of the LCA's Personally Owned Device Guidelines, LCA's Acceptable Use Policy, and the LCA's Student Code of Conduct.
5. In case of loss or damage, the individual is totally responsible. Lehigh Christian Academy does not assume any responsibility.

Student Signature: _____ Date: _____

Guardian Signature: _____ Date: _____