



FOREST CITY CHRISTIAN ACADEMY Acceptable Use Agreement (2026-2027)

Student Laptop Contract & Acceptable Use Agreement

The primary purpose of the Forest City Christian Academy (FCCA) laptop program is to enhance teaching, learning, communication, creativity, and collaboration. The laptop is provided as an educational tool and remains the property of Forest City Christian Academy.

The use of school technology is a privilege and not a right. Students and parents/guardians must agree to follow all policies and procedures outlined in this agreement, the FCCA Student Handbook, and the Florida Conference Office of Education Technology Acceptable Use Policy.

1. DEVICE ASSIGNMENT

Each student will be issued:

- One school-owned laptop (Apple Mac or Windows device, as assigned by FCCA)
- One charging cord/power adapter
- One protective case or sleeve

All issued equipment must be returned in good working condition at the end of the school year or upon withdrawal from the school.

Replacement or repair fees may apply for damaged, lost, or unreturned items.

2. ACCEPTABLE USE OF TECHNOLOGY

Students are expected to use school technology in a responsible, respectful, safe, and educational manner.



Students Agree To:

Be Safe Online

- Protect personal information such as address, phone number, passwords, and account credentials.
- Report any inappropriate, unsafe, or suspicious online activity immediately to a teacher or administrator.
- Access only appropriate educational websites and resources.

Be Respectful and Kind

- Use technology in a way that reflects Christian values and respect for others.
- Refrain from cyberbullying, harassment, intimidation, or inappropriate communication.
- Treat others online with the same respect expected in the classroom.

Use Technology for Learning

- Use the laptop primarily for educational purposes.
- Access only teacher-approved websites, applications, and resources during school hours.
- Complete assignments and coursework responsibly.

Follow School Technology Rules

- Never attempt to bypass internet filters, content restrictions, or security settings.
- Never use another student's account, password, or device.
- Never remove, disable, bypass, or alter system settings, MDM/management profiles, and cybersecurity tools, web filters, monitoring controls, or software configurations installed or required by FCCA.
- Understand that all activity on school-owned devices may be monitored by school personnel.



3. CARE OF THE LAPTOP

Students are responsible for the daily care and protection of their assigned device.

General Care Requirements

Students shall:

- Always handle laptops carefully.
- Keep food and beverages away from the device.
- Carry the laptop using the provided protective case.
- Avoid exposure to extreme temperatures, moisture, or direct sunlight.
- Insert and remove power cords carefully.
- Keep the laptop free of stickers, writing, markings, or decorations unless approved by the school.

Screen Care

Students shall:

- Use only a clean, soft microfiber cloth for cleaning.
- Never use chemicals or cleaners directly on the screen.
- Avoid placing pressure on the screen.
- Avoid placing heavy items on top of the laptop.

Daily Responsibilities

Students must:

- Bring the laptop to school every day.
- Bring the laptop fully charged each day.
- Keep the device in their possession or under direct supervision.
- Return the laptop to designated charging/storage locations when directed by school staff.



4. INTERNET AND NETWORK USE

Students may access the FCCA wireless network and approved educational resources. The following are prohibited:

- Use of VPNs, proxies, hotspots, or other methods to bypass school filtering.
- Streaming, gaming, or downloading content unrelated to school purposes.
- Installing unauthorized software, extensions, or applications.
- Unauthorized access to school systems, networks, or accounts.

Violations may result in disciplinary and/or financial consequences.

5. DIGITAL CITIZENSHIP

Students will:

- Practice honesty and integrity online.
- Respect copyright laws and intellectual property rights.
- Properly cite sources and avoid plagiarism.
- Use electronic communication appropriately and professionally.
- Honor the privacy and dignity of others.

6. PHOTOS, VIDEO, AND AUDIO RECORDING

Students may not:

- Photograph, record, or livestream others without permission.
- Record classroom activities without teacher authorization.
- Use recording devices in bathrooms, locker rooms, or other private areas.

Any misuse may result in disciplinary action and may be subject to state and federal laws.



7. SECURITY, LOSS, AND THEFT

Students are responsible for securing their assigned laptop and all issued accessories.

Security Expectations

- Keep the laptop in the student's possession or secured in an approved location.
- Never leave the device unattended in hallways, vehicles, cafeterias, playgrounds, gyms, or other unsecured locations.
- Do not share passwords or login credentials.

Lost or Stolen Devices

If a device is lost or stolen, the student/parent must notify FCCA immediately and provide all requested information regarding the incident.

In theft situations, a police report must be filed within 36 hours and submitted to the school.

School-provided warranties and accidental damage protection plans may not cover loss or theft. When a lost or stolen device is not covered by an applicable protection plan, or when loss occurs because of negligence, the parent/guardian may be responsible for the actual replacement cost of an equivalent device as determined by FCCA.

8. DAMAGE, REPAIR, AND FEES

Any damage to a school-issued device or accessory must be reported immediately to the school office. Students and families are responsible for the proper care of all school-issued equipment.

FCCA may maintain manufacturer warranties, extended service agreements, accidental damage protection plans, or other coverage depending on the device assigned. The family's financial responsibility is determined by the type and severity of the damage and the availability of applicable coverage, regardless of whether the assigned laptop is an Apple Mac or Windows device.



Damage Categories and Fees

Screen or External Enclosure Damage Only: accidental damage limited to the display or external enclosure, with no additional internal or functional damage.

Other Accidental / Major Damage: includes liquid damage, multiple damaged components, internal damage, damaged ports, motherboard/logic board damage, severe impact damage, or any damage beyond the screen or external enclosure.

Intentional, reckless, abusive, unauthorized, or otherwise uncovered damage may be charged at the actual repair or replacement cost.

Coverage Limits and Family Responsibility

School-provided warranties, manufacturer warranties, accidental damage protection plans, and other coverage are subject to their applicable terms, conditions, limitations, incident limits, exclusions, and coverage periods.

When damage qualifies for applicable school-provided coverage, FCCA may charge the corresponding damage fee shown in the schedule below. If coverage has been exhausted, expired, is unavailable, or does not cover the specific damage, the parent/guardian will be financially responsible for the actual cost incurred by FCCA to repair the device or, when repair is not practical or economically reasonable, the actual cost to replace it with an equivalent device as determined by FCCA.

The standard damage fees do not limit the family's financial responsibility when applicable coverage is unavailable, exhausted, expired, or excluded. FCCA will determine the applicable damage category and whether the device should be repaired or replaced after inspection.



Type of Damage	1st Incident	2nd Incident	3rd & Subsequent
Screen or External Enclosure Damage Only	\$50	\$100	\$150*
Other Accidental / Major Damage	\$150	\$150	Actual Repair Cost*
Intentional, Reckless, or Uncovered Damage	Actual Repair or Replacement Cost	Actual Repair or Replacement Cost	Actual Repair or Replacement Cost
Lost Device	Actual Replacement Cost	Actual Replacement Cost	Actual Replacement Cost

* If an applicable protection plan no longer provides coverage for the incident, the family is responsible for the actual repair or replacement cost incurred by FCCA.

Actual Repair or Replacement Cost means the amount incurred by FCCA after applying any warranty, protection plan, manufacturer coverage, insurance, or other benefit available to the school.

Temporary Loaner Device

When an assigned device is undergoing evaluation, warranty service, repair, or replacement, FCCA may provide the student with a temporary loaner device, subject to availability, so the student can continue participating in academic activities without unnecessary interruption.

The loaner device remains the property of FCCA and is subject to all terms of this agreement. The student and parent/guardian are responsible for its proper care and return. Providing a loaner does not waive or reduce any financial responsibility associated with the original assigned device. The loaner must be returned immediately upon request by FCCA or when the assigned device is returned, repaired, or replaced.



9. SOFTWARE AND CONTENT EXPECTATIONS

Students may not:

- Install unauthorized software.
- Download games, movies, or inappropriate content.
- Access social media during school hours unless specifically authorized.
- Store content involving violence, weapons, drugs, alcohol, profanity, pornography, or other inappropriate materials.

Consequences for unauthorized software or prohibited content may include:

- Device reimaging
- Loss of privileges
- Financial penalties
- Disciplinary action

10. PRIVACY AND MONITORING

Students and parents understand that:

- School devices remain the property of FCCA.
- Information stored on school-owned devices is not considered private.
- FCCA and authorized technology administrators may review, monitor, filter, inspect, configure, restrict, update, lock, reset, or remotely manage school-owned devices, accounts, applications, internet activity, and communications as permitted by school policy and applicable law to support safety, security, compliance, and educational operations.

11. SCHOOL-PROVIDED DIGITAL SERVICES AND DEVICE MANAGEMENT

Forest City Christian Academy uses school-approved educational and technology services, including Google Workspace for Education, Microsoft 365, learning management systems, cybersecurity tools, web/content filtering, classroom management tools, and Mobile Device Management (MDM) platforms.



Parents/guardians grant permission for their child to use school-issued educational technology services and understand that school-owned devices may be centrally configured and managed by FCCA and/or authorized Florida Conference technology administrators. These services may include:

- School email and communication services
- Google Workspace for Education and cloud storage
- Microsoft 365 and approved productivity applications
- Learning management systems and classroom applications
 - MDM, cybersecurity, web/content filtering, monitoring, and other approved educational technology services

Student use of these services is governed by this agreement, the Student Handbook, FCCA technology policies, and applicable Florida Conference Office of Education policies.



STUDENT'S ACCEPTABLE USE AGREEMENT (2026-2027)

I understand that the laptop issued to me is school property. I agree to follow all rules and expectations outlined in this agreement.

I understand that:

- I am responsible for the care and safekeeping of the laptop.
- I must bring the laptop to school fully charged every day.
- I must use technology safely, responsibly, and respectfully.
- I may be financially responsible for damage, loss, or theft caused by negligence.
- My technology use may be monitored by school personnel.
- Failure to follow these guidelines may result in disciplinary action and loss of technology privileges.

Student's Name: _____ **Grade:** _____

Device Type (circle one): Apple Mac / Windows

Asset Tag: _____

Laptop Serial Number: _____

Student Signature: _____

Date: _____

Forest City Christian Academy *A Florida Conference Office of Education School*

Updated July 2026 based on FCCA Laptop Contract and Florida Conference Office of Education Acceptable Use Policy.



PARENT/GUARDIAN'S ACCEPTABLE USE AGREEMENT (2026-2027) **AGREEMENT**

As the parent/guardian of the above student:

- I have read and understand this agreement.
- I understand my child is responsible for the care and proper use of the assigned device.
- I agree to support and monitor my child's use of technology outside school hours.
- I understand that financial responsibility may apply for loss, theft, or damage as outlined in this agreement.
- I grant permission for my child to use school-approved educational technology services, including Google Workspace for Education, Microsoft 365, and other approved platforms, and I understand that school-owned devices may be centrally managed and monitored as described in this agreement.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Email: _____

Phone Number: _____

Date: _____

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