EXPRESSION PREPARATORY ACADEMY

CHROMEBOOK USE POLICY

Appendix C to the Student and Family Handbook, High School Students, Both Campuses, 2026-2027 School Year

"Whatever you do, work heartily, as for the Lord and not for men." – Colossians 3:23

1. Purpose and Scope

Expression Preparatory Academy provides each high school student at the Louisa, Kentucky campus and the Huntington, West Virginia campus with a school-owned Chromebook for use in instruction. This Policy governs the issuance, use, care, and return of that device. It is Appendix C to the Student and Family Handbook, and any conduct violation involving the device is addressed under the Handbook's disciplinary procedures. This Policy does not modify the Handbook or the applicable Enrollment Agreement and Tuition Contract for the student's campus of enrollment, both of which remain fully in effect.

2. Ownership and Issuance

The Chromebook, its charger, and any case or accessories issued with it remain the property of Expression Preparatory Academy at all times. The device is issued to the student for educational use during the school year and must be returned to the School upon request, upon withdrawal, or at the close of the school year, whichever occurs first.

3. Acceptable Use

The Chromebook is provided for educational purposes. Students and families agree that the device will be used to complete schoolwork, assignments, and instructional activities as directed by teachers; to access only websites, applications, and materials appropriate to the School's Christian mission and educational purpose; and to represent oneself and one's family honestly and respectfully in any communication conducted through the device.

The Chromebook may not be used to access or distribute content that is obscene, harassing, discriminatory, or otherwise inconsistent with the Christian standards of the School, whether on or off campus. Use of the device to bully, harass, or demean another student or staff member is a serious violation of the Handbook's conduct standards.

4. Filtering and Monitoring

The Chromebook is equipped with content filtering software and is subject to monitoring by the School at all times, including when the device is used off campus and outside school hours. Students and parents should have no expectation of privacy in any use of the device, including files, browsing history, email, and messages sent or received on it. The School may review the device's activity at any time and without prior notice, for any reason related to student safety, academic integrity, or compliance with this Policy.

5. Care of the Device

Students are expected to care for the Chromebook as they would any other piece of school property. This includes:

- Keeping the device in its issued case at all times when not in use.
- Keeping food, drinks, and liquids away from the device.

- Charging the device at home each night so that it arrives at school each day fully charged.
- Never leaving the device unattended in an unsecured location, including vehicles.
- Reporting any damage, malfunction, or unusual behavior of the device to a teacher or the School office promptly.

6. Damage, Loss, or Theft

Families are responsible for the actual cost of repair or replacement of a Chromebook, charger, or case that is lost, stolen, or damaged while issued to their student, beyond ordinary wear consistent with normal classroom use. This applies regardless of whether the damage, loss, or theft occurred on or off campus.

Any damage, loss, or theft must be reported to the School office within twenty-four hours of discovery. Families who fail to report promptly may be held responsible for any resulting or compounding damage. The School will provide families with the actual repair or replacement cost before billing, and will work with the family on a reasonable timeline for payment.

7. Return of the Device

The Chromebook, charger, and case must be returned to the School in working condition at the close of each school year, upon withdrawal from the School for any reason, or upon request by the School at any time. A student's records, transcripts, or re-enrollment for the following year may be held pending the return of the device or payment for its repair or replacement under Section 6.

8. Violations and Consequences

Misuse of the Chromebook, including violations of Sections 3 or 4 of this Policy, is addressed under the disciplinary procedures set forth in the Student and Family Handbook and may result in temporary or permanent loss of device privileges, in addition to any other consequence provided for under the Handbook.

9. Relationship to Other Governing Documents

This Policy is Appendix C to, and does not modify, the Student and Family Handbook or the applicable Enrollment Agreement and Tuition Contract for the student's campus of enrollment. Where any conflict arises between this Policy and those documents, the Handbook and the applicable Enrollment Agreement control. Consistent with the Handbook's governing law clause, this Policy is governed by the law of the state in which the student's campus of enrollment is located.

Acknowledgment and Signature

By signing below, we acknowledge that we have read this Chromebook Use Policy, that we understand our responsibilities under it, and that we agree to be bound by its terms as a condition of the student's use of a School-issued Chromebook.

Parent or Guardian Signature: _____ Date: _____

Printed Name: _____

Student Name: _____ Grade: _____
Campus: _____