

Dear Parents of Students in Grades 7-8,

Students in Grades 7-8 will have access to Chromebooks during class this year. Teachers have Chromebook carts in their rooms and will issue devices to students as needed. Students will return devices back to the teacher at the end of each class period.

Columbia Academy has a Technology Acceptable Use Policy in place. This policy outlines the guidelines for students to adhere to as they use Columbia Academy chromebooks and access the school internet with them. For students to use school issued devices, both parents and students have to read the Technology Acceptable Use Policy and agree to its terms.

This year we are using DocuSign for parents and students to electronically sign this agreement form as well as the Student Handbook Acknowledgement and Contract. The Student Handbook is now available on the school website under the Admissions tab for parents and students to access.

In a day or so you will be receiving an email from DocuSign. This email will contain the necessary information for both you and your student to read and will contain the necessary agreement forms to be electronically signed.

Documents to be read that will be included are:

1. Columbia Academy Technology Acceptable Use Policy
2. link to the 2022-2023 Columbia Academy Student Handbook on our website under the Admissions Tab

Documents to be electronically signed that will be included are:

1. Columbia Academy Internet Access and Use Student Contract (signed by the student only)
2. Columbia Academy Internet Access and Use Parent or Guardian Signature Form (signed by the parent only)
3. Columbia Academy Student Handbook Acknowledgement and Contract (**signed by both the student and parent**)

We look forward to this school year and the wonderful opportunities your child will have in the learning process this year.

Sincerely,

Mr. Hathorn