

2026-27 Computer Usage Policy at The Sharon Academy High School

FAQ Sheet

Question 1: When and how are computers used at TSA?

We no longer have a 1:1 program at TSA, meaning students are no longer required to bring in personal computers nor are they allowed to carry computers on their person throughout the school day or from class to class.

School-issued computers are stored in carts in five different locations throughout the school. The school-issued computers have a walled internet, meaning they only can access educational resources and the “open” internet is not accessible.

In certain classes during instruction time, if a teacher requires students to use a computer for a specific task, the teacher will reserve their designated computer cart ahead of time with a sign-up sheet. The teacher will bring the cart into their classroom and each student will take out a computer for their work. When the work is completed, the student will return their computer to the designated cart in the corresponding slot.

Question 2: We’ve established that students cannot carry computers with them during the school day between classes. Can students work outside the classroom when computer work is assigned during class time?

Yes, as long as they have teacher permission. Since the internet is walled, students will have no reason to go to remote locations and use the computers for tasks not related to what they are learning. If a student is working outside of class, they must work in a quiet space, tell the teacher where they are going and promptly return the computer to the corresponding cart where they retrieved it after the work or the period has concluded.

Question 3: How do teachers reserve computers for class?

Each cart will have a designated color and will be in a designated space. For example, there will be two carts in the STEAM building that are color-coded (say, for example, blue and orange). The blue and orange carts will have their own dedicated spreadsheet where teachers can sign up for carts on specific instructional days.

Question 4: How does computer usage work during Phoenix Block and lunch?

If students need to use computers for school work during Phoenix Block or lunch period, they may go to any designated space where a computer cart resides. They will sign out a computer and stay in that space. They may not wander around the school with the computer they have signed out during Phoenix Block or lunch period. This is to ensure optimal working conditions and to ensure that computers get returned to their designated carts without being misplaced.

Question 5: How does computer usage work during free blocks?

The majority of 12th graders and a very small handful of 11 graders will have free blocks. If they need to use a computer for work, college applications, dual enrollment classes, etc., during this unsupervised time, they will sign one out from the cart that resides in the lobby. They may work in an office, communal space or empty classroom, but need to return and sign the computer back into its corresponding cart as soon as the work is finished or when the block has concluded.

Question 6: When, specifically, do students need to sign out a computer?

Students must sign out a computer during Phoenix Blocks, lunch, free blocks or after school. When their work is completed or when the block has concluded, they must return and sign the computer back into its designated cart. Students who are staying after school and need the use of a school-issued computer must also sign out and return computers to and from the cart that resides in the lobby.

Students who are doing work in classes and require the use of a computer do not need to sign computers out, though the computer must be returned to the specific cart that it was taken from when the work is completed or the block has concluded.

Question 7: What if the school-issued computers cannot complete a certain task that only a personal computer can?

If a student is enrolled in a college or high school dual enrollment program or at the HACTC, and that program requires a certain software that the school-issued computer cannot run due to lack of computer memory or processing speed, the student may fill out a personal computer request form. The form will require the student to provide and demonstrate detailed reasoning as to why the school-issued computer is not proficient in fulfilling the required task. The Dean of Students will determine whether the reasoning for the request of the use of a personal computer for a specific task is necessary and valid and sign off on it accordingly. In the rare instance that a student is allowed to use a personal computer for a specific task, they may only use it during a free block or after school.

Question 8: What would be the circumstances under which a student would bring a personal computer to school and how does that work?

As mentioned above, if a student has filled out a request form for a personal computer for very specific dual enrollment, tech or college work, and the request has been granted, then that student can use their personal computer during a free block or after school. Additionally, if a student plans to stay after school to do work and wants to use their personal computer, then that is permissible as it aligns with our mobile device/phone usage policy.

If a personal computer is brought to school, it must be locked away with the TSA Administrative Assistant at the front desk, similar to how the phone policy operates. If a student plans to use their personal computer after school to do work, they may bring their personal computer to school, but it must be handed over to the front desk for locked storage as soon as the student arrives for the day.

In the rare instance a request form is signed off, the student will retrieve their personal computer from the front desk to complete work that is outside of TSA's offered curriculum only during the student's free block. Once the work is completed or the block has concluded, a student must return their personal computer to the front desk to be locked up and stored safely for the remainder of the school day.

The school provides a locked storage cabinet, but if a student is concerned about security, then please leave personal computers at home.

Question 9: What happens if a student is found to have a personal computer, tablet or any other unapproved device on them during the school day without prior express permission to use it? Or, they are found to have a school-issued computer on them at an unapproved time (i.e. they carry it with them to class)?

The consequences will essentially be the same as our phone policy. If a student has a personal computer on their person during the school day, unless given explicit permission to use it for a learning opportunity outside of TSA, or the the student is found to be carrying a school-issued Chromebook on their person at an unapproved time, the student will face the following consequences:

First-time offense: Device* is confiscated for the day and can be picked up by the student at the end of the day.

Second offense: Device* is confiscated, parents are notified by a call or email home, and the student must meet with either the School Counselor or Dean of Students (DOS) to discuss strategies on how to mitigate potential device addiction.

Third offense: Device* is confiscated, parents are notified by a call home, parents/guardians are required to pick up the device from the school, a meeting is held between parents and the Student Support Team (SST) to discuss how the problem is going to be addressed.

Fourth offense: Device* is confiscated, parents/guardians are required to pick up the device from the school, the student is sent home for the school day, suspension may be enacted and the student and parents/guardians must sign a behavioral technology agreement that states that further violations of the policy may result in dismissal from TSA.

*If applicable to personal computers

Question 10: When, specifically, will this policy be in effect?

The policy applies every school day starting at 7:30 am until daily dismissal: Monday, Tuesday, Thursday, Friday: 7:30 am to 3:15 pm and standard Wednesdays: 7:30 am to 1:00 pm. Ski season Wednesdays run through January and February, 7:30 am to 12:30 pm.

Question 11: Will there be school issued-computers available after school for use?

Yes, the cart in the lobby is available for students to sign out computers after school to do work. The computer must be signed back in and returned to the cart when the work is completed.

Question 12: What if a student does not have computer access at home?

In theory, there will be less homework required on computers, however, inevitably, there will be some outside of school work asked to be completed with the use of a computer. If a student does not have computer access at home, they may borrow a school-issued computer from our IT Director to keep at home with them throughout the school year. Arrangements need to be made directly with the IT Director.

Question 13: How does a student use a computer to do research at school?

We have access to several walled libraries, including, but not limited to JSTOR & the Library of Congress. Teachers can also input specific websites for their corresponding classes for preapproved and verified content-related internet research.