

Technology Acceptable Use Policy (AUP)

Parent and Student (grades 3-8) signature required for Chromebook check-out

The school has provided computers/Chromebooks/iPads for use by students, offering access to a vast amount of information for use in studies, acting as an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, and students are encouraged to use and be good stewards of these resources. Each individual is expected to use the resources properly just as you are in a classroom or the school library. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

Equipment

- Always obtain permission from the IT department before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources such as bandwidth, may cause harm to your computer or the access of others.
- Only use the computers for educational purposes. Activities such as buying or selling goods are not allowed.
- Always check files brought in on removable media (such as CDs, flash drives, etc.) or downloaded from the internet with antivirus software and only use them if they are found to be clean of viruses.
- Protect the computers from spillages by eating or drinking well away from the equipment. Eating and drinking in the computer lab is not allowed.
- The daily care and maintenance of the device is the responsibility of the student. Students should come to school with a charged device. "Loaners" will not be given out to students who forget to bring or charge their device.
- Students/parents are responsible for charges resulting from damage to the device. Students will be issued a "loaner" device while repairs are made. Every effort is made to keep repair costs as low as possible.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always get permission from a parent or guardian before revealing your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk and is not allowed.
- Computers and computer storage areas such as Google Drive are property of the school. Staff may review your files and communications (e-mails).
- School emails and logins are for school purposes only and are not to be used for personal communications, logins to personal websites, or spam.

Internet

- You should access the Internet only for study or for school authorized/supervised activities.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities such as social media and instant messaging take up valuable resources which could be used by others to benefit their studies, and are not secure and may compromise the safety of the student. For these reasons those forms of communication are banned from school devices.
- People you contact on the Internet are not always who they seem. Never meet someone who you only know from the Internet or via email.

Email

- Email is for school purposes only.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behavior is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, inappropriate content or that makes disparaging remarks about another person, always report such messages to a teacher or staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

Cyber Bullying

- Do not participate in cyber bullying.
- Do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorized as part of the school curriculum program.
- Do not breach the privacy of students, staff and members of the school community through any unauthorized recording or filming.
- Do not spread inappropriate information through digital media or other means.
- Report incidents of cyber bullying to a teacher or staff.

Fees

- There will be a fee for any broken keyboards, screens, cases and other items related the the device
- Repair and replacement cost will vary depending on the price of the item at the time of damage. The cost depends on the day and/or the source.
- Charges are assessed by the Technology department and billed through the FACTS account.
- Within the manufacturer's warranty period, if evidence can be found that the broken item is related to a manufacturer defect they may not have a fee to get it fixed or replaced.
- If the device is broken or damaged by another student, the damage is still the responsibility of the"owner" to pay replacement fees. Do not allow other students to use your device.

Please read this document carefully. Only once it has been signed and returned will access to the device be permitted. If you violate these provisions, access to the device will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behavior. For serious violations, suspension or expulsion may be imposed. Please see school handbook under Technology Responsible Use for details and descriptions of technology use.

I have read and understand the above and agree to use the school computer/device within these guidelines and fees for any repairs.

Print Student Name: _____

Signature: _____ (req grades 3-8)

Print Parent/Guardian Name: _____

Signature: _____

Student Class (ex: 3A)