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# ACCEPTABLE USE AGREEMENT

## Introduction

The laptop issued to each student in grades 7-12 is the property of the San Tan Charter School. It is provided to support the learning objectives of San Tan Charter School and is intended for educational purposes only. This laptop is to be leased to the student at a cost of \$250.00 per year and must be used in accordance with the following Acceptable Use Agreement and any applicable laws. **Use of this laptop, as well as access to the computer network, the Internet, and email are a privilege and not a right.**

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology.

### I WILL:

- Bring my device to school fully charged each day.
- Keep private information private (i.e. passwords should not be shared).
- Treat others with respect both online and offline.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, etc.
- Follow STCS policies, rules and regulations.
- Take care of STCS technology equipment.
- Notify school administration if I have lost, damaged or have problems with my device.
- Notify an adult immediately if I violate the Responsible Use Policy.

### I WILL NOT:

- Read another student's private communications and schoolwork without permission.
- Use computers for purposes unrelated to school during school hours.
- Use improper language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or harm others.
- Pretend to be someone else online.
- Give out my full name, address, or any personal information to someone I don't know.
- Take pictures or record audio/video without the consent of that student or staff member.
- Search for, possess, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Decorate the device with stickers, writing, or other markings.
- Peel off or remove school supplied asset tags or identification labels.

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**ACCEPTABLE USE AGREEMENT****I UNDERSTAND:**

- My work can be lost and I should be careful to back up important work.
- The Internet and STCS technology may not be accessible at all times.
- It is my responsibility to validate information or research on the Internet.
- The use of the Internet provided by STCS is a privilege and not a right.
- School personnel have full authority over the device.

**EXPECTATIONS DEFINED FOR ACCEPTABLE USE:**

**Unauthorized Access** – Access to another user’s account or computer without their consent or knowledge is considered hacking and is unacceptable and in violation of the STCS Technology Responsible Use Policy. Disciplinary action will be taken for violations.

**Transporting devices** – Devices must be transported in an approved case provided by the school. This is required in order to prevent damage. Devices need to be shut down when not in use.

**Securing devices** – The security of your device is **YOUR** responsibility. If you leave it in your school or athletic locker, it is **YOUR** responsibility to make sure that the device is secured. Do not leave your device in an unsecured location. Do not leave your device on an athletic or activity bus. If your device is lost or stolen, **YOU** will be responsible for replacing it. If your device is lost or stolen, you will be responsible for reimbursing the school for the total replacement cost or \$600, whichever is less.

**Loaning or Borrowing Other Students’ Devices** – Do **NOT** loan your device, power supply, carrying case or equipment to anyone else. Do **NOT** borrow a device, power supply, carrying case or equipment from another student. Do **NOT** share passwords or user names with others.

**Internet Safety** – There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged into their laptops at school or at home. Students are in violation of STCS policy if they bypass the required sign-on to their STCS provided Google account through proxy services, third party network hardware, or any other means.

**Music, Games or Programs** – Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws. All software loaded on the system must be approved by STCS Technology Department.

**Sound** – While on school the STCS campus, sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones can be used in the classroom as directed by the instructor.

**Assistance with Equipment Issues** – If you are experiencing problems with your device, technicians will be on staff to assist you. Please send an email to [ITSupport@santancs.com](mailto:ITSupport@santancs.com) in order to report a problem with your unit. Please be as detailed and specific as possible and be sure you enter your student email address. Details to describe your device issue should be included.

**Care of Equipment** – The student will exercise all due and reasonable care in handling the use of the laptop, power adapter and carrying case provided by STCS. All of this equipment will be returned in good condition at the end of each school year. STCS accepts and acknowledges reasonable and normal wear and tear of the device over the course of its useful life.

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If the device is damaged, I will be responsible for reimbursing the school as outlined below:

Broken laptop screen/broken laptop body	Case	AC Adapter
The lesser of: \$250 or cost of repair	\$35	\$40

**Terms of Use of Equipment** – Possession of the property terminates no later than the last day of the school year unless terminated by the STCS or upon withdrawal from the STCS.

Any violation of this policy agreement and rules may result in loss of school-provided device and/or access to the Internet. Additional disciplinary action may be determined at the administrative level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

# Acceptable Use Agreement Signature Page

**Student:** I have read, understand and agree to abide by San Tan Charter School's Technology Acceptable Use Agreement as stated in this agreement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian:** I have read the San Tan Charter School's Technology Acceptable Use Agreement. I understand that damages to the device caused by my son or daughter are our responsibility and therefore the costs outlined above will be due before the repaired laptop is returned to our child. I agree \_\_\_\_\_ (initial here)

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in this agreement. In addition, I accept full responsibility for my child to transport the device from school to home.

I agree \_\_\_\_\_ (initial here)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your student's name:

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Please circle grade level:      7<sup>th</sup>      8<sup>th</sup>      9<sup>th</sup>      10<sup>th</sup>      11<sup>th</sup>      12<sup>th</sup>