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# STUDENT PROVIDED LAPTOP & ACCEPTABLE USE AGREEMENT

## Introduction

Laptops provided by the student in grades 7-12 at San Tan Charter School require a Chromebook enrollment process which wipes the computer completely of all settings. It also restricts the laptop login screen to an [\\*@santchartercharterschool.com](mailto: *@santchartercharterschool.com) email. These restrictions are necessary on the Google Chrome platform to insure all of STCS safety and security measures are installed on the Chromebook. It is also required to lockdown browsers for state testing requirements.

The purpose of such devices is to be strictly used for educational purposes while enrolled in the Google Enterprise for Education. The student's laptop remains personal property of the student, however STCS protocols for technology are enforced on the personal device. The fee to equip the student's personal Chromebook for STCS learning is \$50. Be advised, that any non-education related apps and programs may be unavailable for download and/or usage due to the Google enrollment process being specifically designed for education purposes. Should this be an inconvenience for the student and/or family, contact San Tan Charter School administration to secure a school provided Chromebook for a fee of \$250. **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.

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- 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 software 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.

**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 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 the replacement of your personal device and will be required to pay the \$50 fee to enroll the new device.

**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.

**Apps, 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 and apps 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 problem, notify a teacher and provide details to describe your device issue, along with the device serial number and they will relay the pertinent information to a support technician.

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**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 should remain in good condition at the end of each school year. If the device is damaged, student and/or family will be responsible for the costs associated with repair.

Any violation of this policy agreement and rules may result in loss of bring own 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

**Device Specifics:** Device manufacturer: \_\_\_\_\_ Serial Number: \_\_\_\_\_

**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.

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>