

Chaparral Star Academy

Chaparral Star Academy Acceptable Use Agreement

Chaparral Star Academy is pleased and proud to offer our students and staff access to the Google Apps for Education Program, an Acer C730 Chromebook, and the Internet. Use of the wireless network will provide Chaparral Star Academy students access to numerous software programs and the Internet for educational purposes. Chaparral Star Academy believes that teaching using 21st Century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. The Chromebooks will have many uses at home without Internet access, but the students' ability to get full benefit from their assigned computer will be much greater if they have Internet access.

We hope that you share our excitement of being able to offer the Chromebook computers as an instructional resource to our students and teachers in Chaparral Star Academy. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This Agreement represents an outline of the Chromebook Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Chaparral Star Academy computers and systems is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to the Chaparral Star Academy computers and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

Chaparral Star Academy has insured the Chromebooks for the current year. The following charges will be incurred for each occurrence if the Chromebook or accessories are damaged, lost, or stolen (police report required):

Students will pay a \$30 technology fee, payable prior to the Chromebook being issued. This is a **annual** non-refundable fee.

- **First Breakage: Student pays \$100 or actual cost of repair** if less--money due before the Chromebook is returned to the student.
- **Second Breakage: Student pays \$200 or actual cost of repair** if less--money due before the Chromebook is returned to the student.
- **Third Breakage: Student pays Actual cost** of repair/replacement. Student loses Chromebook privileges until the financial obligations are taken care of and a campus committee devises a plan for the student's possible further use of the equipment.
- **Lost Charger: Student pays \$30**
- **Lost Chromebook Protector: Student pays \$15**

Responsibilities of Stakeholders:

General Care of the Chromebooks

- Treat the Chromebook with care and respect by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- The Chromebook **MUST** be carried inside the school-issued Chromebook bag.

- If the computer is damaged or not working properly, it must be turned in to the Technology Department for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- Close the lid when moving and/or transporting the Chromebook and inside your school-issued Chromebook bag.
- Do not leave your Chromebook in an unsecured area.
- Do not loan the Chromebook, charger/cable, or bag to anyone.
- Protect the Chromebook by unplugging the power supply and other peripherals when transporting the Chromebook.
- The computer and case are the property of Chaparral Star Academy, and should be kept clean and free of marks at all times. **Placing stickers, writing or drawing on, engraving or otherwise defacing the Chromebook or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.**
- Students should not use their Chromebook while walking, on the bus, or otherwise being transported.
- Chromebooks should only be used while they are on a flat, stable surface such as a table. Chromebooks can be fragile, and if they are dropped they may break.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, blankets, cushions, etc.
- Students should use care when plugging in their power cord.
- Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in “sleep” mode.
- Computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

General Use of the Chromebooks and the CSA Network System

Chaparral Star Academy fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. **Use the following regulations as a guide when working within our computers or computer system:**

- Follow the Chaparral Star Academy Acceptable Use Policy when using the Internet at home or at school.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- Students must immediately report theft or damage to a teacher and to the Technology Department. If your Chromebook is stolen, a police report is **required**. For hardware and software problems, students must take their Chromebook to the Technology Department.
- Do not load software unless you have permission from the school.
- Do not remove programs or files from the Chromebook.
- Honor your family’s values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child’s use of the Chromebook at home.
- Do not give personal information when using the Internet.
- The school’s Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the CSA faculty.
- During school hours, game playing on computers is **not** allowed unless the game is directly related to a school assignment or activity. Likewise Skype, messaging, emailing, etc. is **NOT** allowed unless allowed by the teacher in a direct relationship to the assignment.
- Skype, E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students may access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws.
- Files stored within the school computer systems (both Chromebook and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
- Students are expected to only access teacher authorized sites at the appropriate times.
- Students are expected to notify their teacher immediately if they accidentally access an inappropriate site.
- Students may only use assigned Google drive to store school related files.
- Students should always protect their user account by logging off when not at their computer.
- Each computer is assigned to an individual student. Students should never “swap” or “share” their computer with another student. Chromebooks should be in a student’s possession or secured at all times.

- Students may never share their password with another student. Passwords should always be kept confidential.
- Students are responsible for saving or backing up their documents.
- Students should never attempt to “Hack” into any computer system or engage in unauthorized use of the network.
- All users must agree to never maliciously damage or steal school computer equipment or electronic data.
- All users must agree to never change the settings of school-supplied software.
- If the computer is stolen, parents/guardians should immediately report the theft to the Technology Department and local police. This information should also be conveyed to the campus principal at the first opportunity available. A police report must be obtained for insurance purposes.
- The use of chat rooms, messaging systems or free email on the Internet is prohibited. The students may only use the email account and chat software that is set up by CSA and is allowed by the teacher.

Daily Preparation Tasks

- Recharge the Chromebook battery every night. If you are unable to recharge it yourself, check the Chromebook in to the Technology Department for recharging before leaving school for the day.
- Student **MUST** bring the Chromebook and charger inside the school-issued bag (or school approved case) to school everyday and have it ready to work at the beginning of each class.
- If a student fails to bring his/her fully charged Chromebook to school each day, consequences are outlined below:
 - **Forgetting to Charge:**
 1. Verbal warning
 2. Written warning, parent contact
 3. \$5 charging fee, another written warning, and direct parent contact
 4. Office referral, discussion with student and parents about proper preparation, with possible consequence of double detention
 - **Forgetting Chromebook:**
 1. Written warning
 2. Written warning, and direct parent contact
 3. Office referral, with possible consequence of double detention
- Students who do not have permission to take their Chromebook home may pick up their Chromebook in the Technology Department each morning, and are required to return their Chromebook to the Technology Department at the end of each day.
- Students who owe for damages are not allowed to take the Chromebook home. The Chromebook must be turned in at the end of each day to the Technology Department by the student.
- Students will be allowed to recharge their Chromebooks each day during classes that are conducive to this. **Very few classes will have this capability, so avoid any potential problems by charging them each night at home.**

Using the Computer for Internet and E-mail

- Students and parents/guardians understand that Chaparral Star Academy does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the School is not able to monitor student usage of the computer while at home. It is the parent/guardian’s responsibility to supervise the websites and information that a student is accessing from the Internet while at home.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the School. The School has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, and for any reason.

Consequences of Inappropriate Use

The use of any School technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and School Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences, as determined by the staff and administration of Chaparral Star Academy.

Students who leave the School and fail to check in their laptops and related equipment will have felony theft charges filed against them immediately upon the School's knowledge of such an event. The School will prosecute the occurrence to the fullest extent of the law.

Chaparral Star Academy
Computer Loan Agreement

Student _____

Date _____

Grade _____

Phone _____

<u>Item Description</u>
ASUS Transformer Chromebook
Detachable Keyboard
Charger, Cable
Case

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of Chaparral Star Academy, and is herewith being loaned to the student/staff member for educational purposes for the academic school year or until further notice while enrolled in Chaparral Star Academy. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student/staff member losing his/her right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.

If the School Property is lost, stolen, or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the School from any claim occurring during or resulting from Borrower's possession or use of the School Property, including, but not limited to, any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the School Property.

The School Property may be used by Borrower only for non-commercial purposes, in accordance with the School's policies and rules. Any included software may be used only in accordance with the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the School Property other than software owned by the School and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The School is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's CD's or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the School Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Borrower acknowledges and agrees that Borrower's use of the School Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the School Property and to return the same in good condition and repair.

We have read the Parent/Guardian and Student Agreement and understand our responsibilities in the use of the Chromebook, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations Chaparral Star Academy is implementing.

Parent Signature

Date

Parent Printed Name

Student Signature

Date

Student Printed Name