



Internet & Laptop Responsible Use Policy and Contract

General Guidelines

All students in grades 9 -12 are issued a laptop computer for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the laptop, the laptop should not experience any physical damage. Each student and parent is asked to read this document carefully.

Upon completion of reviewing the document, the student and parent/guardian should sign on the last page indicating their understanding of the guidelines and procedures that will be in place for the use of the electronic devices.

The School shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities, as reasonably able, of the end users of the school environment.

The School has the right to place reasonable restrictions on the material the student accesses or posts through the laptop. Students are also expected to follow the rules set forth in this agreement, the student disciplinary policy, and the law, when utilizing the Internet.

Students may not use the laptop for commercial purposes. A user may not offer, provide, or purchase products or services through a School device.

Terms of the Laptop Loan

Student will comply at all times with the Policy. Any failure to comply may terminate your rights of possession effective immediately and the School may repossess the property.

Appropriation

Your failure to timely return the property and the continued use of it for non-school purposes without the School's consent may be considered unlawful appropriation of the School's property.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked through software that is installed on the laptop. Students are in violation of School policy if they access these sites through proxies.

Loss or Damage

If the property is damaged, lost or stolen, the student is responsible for the cost of repair or its entire value on the date of loss. Loss or theft of the property must be reported to the School by the next school day after the occurrence.

No Loaning or Borrowing Laptops

- Do NOT loan laptop or other equipment to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames with others.

Repossession

If you do not timely and fully comply with all terms of this Agreement and the Policy, including the timely return of the property, the School shall be entitled to bill your student account for the replacement value of the property.

Title

Legal title of the property is in the School and shall at all times remain as such. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Policy.

Term of Agreement

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier termination by the School or upon withdrawal from the School.

Use of Computers and Laptops

CCA is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with these problems, the School has a limited number of laptops that may be checked out to a student at the Technology Director's discretion. These will not be loaned out if a student neglects to bring a laptop to school, but only in a situation where the laptop is unavailable while under repair.

Music, Games or Programs

Music and games **MAY NOT BE DOWNLOADED OR STREAMED** over the Internet. This may be violation of copyright laws. Demerits will be issued for any downloaded music or games. All software loaded on the system **MUST** be School approved.

Email

Email should be used for educational or administrative purposes only.

Email transmissions, stored data, transmitted data, or any other use of the School's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

All email and all email contents are property of the school.

Inappropriate Content & Graffiti

Inappropriate content will not be allowed on laptops.

Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions including possible expulsion.

No personal stickers or writing on the laptop. If plastic parts of laptop are damaged beyond repair, students will be charged for replacement parts.

Network Etiquette

Use appropriate language.

Do not reveal personal data (home address, phone number, and phone numbers of other people).

Users should be polite when forwarding email. The intent of forwarding email should be on a need-to-know basis.

Sound

Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Transporting Laptops

Laptops must be transported in a case at ALL TIMES.

To prevent hard drive damage, laptops should be closed between classes.

Unauthorized Access

Access to another person’s account or computer without their consent or knowledge is considered hacking and is unacceptable and will result in an automatic detention.

Where does a student go if technical support is needed?

If the problem originates while in class, the student should report all issues to his/her teacher. The teacher will then refer them to the Technology Director.

If the problem originates at home or when not in class, the student should report all issues to the Technology Director at technology@chestertownchristian.org .

All technical or mechanical issues with the laptop must be reported immediately to school personnel, preferably the Technology Director. If a student fails to report it immediately, it may result in additional damage and an increased responsibility on the student for such damages.

Student/Parent Responsibility

Please read carefully as this is an agreement.

We understand and agree to abide by the rules and regulations of this Policy. Failure to abide by this agreement will result in disciplinary action as set out herein.

We understand that the laptop and its accessory equipment are the property of CCA.

We understand that we must report all laptop damages or the theft/loss of the laptop to administration or the IT Director.

We understand that we will be responsible for all repair/replacement charges associated with laptop damages caused through a lack of reasonable precautions.

We will never loan out the laptop computer to other individuals. Misuse of the computer or electronic resources provided on the device by family, friends, or other individuals will ultimately be the responsibility of the student to which the device was issued.

We understand that the laptop computer is subject to inspection at any time without notice and remains the property of CCA.

We agree to file a police report and then provide a copy to the School in the case of theft.

We agree to pay for the replacement of my power cords or battery in the event any of these items are lost or stolen.

We agree to return the laptop computer, power cords in good working condition as determined by the Technology Director.

We understand that any information shared, researched, or saved on the school owned device is subject to search without notice and is not private.

We agree to be responsible for monitoring the student's use of the laptop outside the school setting.

We agree to be responsible to make sure the school owned laptop computer and accessories are returned to CCA at the end of the school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CCA for any other reason must return the laptop computer on the date of termination.

We understand that CCA uses **Go Guardian** to monitor and filter the internet while my student is at school or at home but that even a high level of filter will not catch everything. We agree to monitor our student and adhere to all guidelines set forth by the school while our student is on their school laptop or school issued google account.

****The School reserves the right to log the use of all systems and monitor files.

****The School is only responsible for internet and network connections while on campus.

Digital Citizenship for Student Agreement

I will accept personal responsibility in reporting any misuse of the network to the School administration. Misuse can come in many forms, but it is commonly viewed as any material sent or received that indicates or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, bullying, etc.

I will use electronic information resources for educational purposes only.

I agree not to submit, publish, display or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, cyber-bullying/bullying, or illegal material.

I will abide by all copyright regulations.

I understand that many services and products are available for a fee and acknowledge that I am responsible for any expenses incurred.

Laptop Care for Student and Parents

We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the laptop.

We understand that the laptop will be returned at the School's discretion for upgrades and maintenance.

We understand that the laptop must be in its case when being transported as a reasonable precaution against damage, theft or loss.

We understand that items transported in the same backpack should be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.

We will keep food and beverages away from the laptop computer since these items may cause damage to the computer.

We will not disassemble any part of the laptop computer or attempt any repairs.

We will not place any decorations (such as stickers) on the laptop computer.

We will not attempt to harm, modify, or destroy hardware or software, or interfere with system security.

We will never leave our laptop in a car or any unsupervised area.

We will never carry the laptops while the screen is open.

Additional Laptop Scenarios to Remember:

If a student leaves his/her laptop at home, he/she will be asked to call a parent and have him/her bring the laptop to the school. If this scenario is not possible, he/she may be issued a loaner laptop, if available, for the remainder of the school day. (Repeated violations will result in disciplinary action).

If a student has his/her laptop confiscated for any period of time, he/she will be issued a loaner laptop on a day-by-day basis, but only while at school.

If a student's laptop is undergoing repair, the school will issue a loaner laptop to the student during this period of time.

The software originally installed on the laptops must remain on them in usable condition and be easily accessible at all times. From time to time, the school may add software applications of use in a particular course. Some licenses for this software require that the software be deleted from laptops at the completion of the course. If deletion is required, students will be informed and periodic checks of laptops will be made to ensure that software is in fact deleted once it is no longer required in the course. This is done to ensure that the school does not exceed license limitations for specific software.

Students are not allowed to install software on his/her laptops other than what is installed by CCA. This includes, but is not limited to, applications such as music downloading utilities, other media downloading utilities, and games - unless directed by a teacher for a specific purpose for a class.

Students may be selected at random to provide their laptop for inspection. Students may also be selected for inspection of their laptop if a staff member suspects that inappropriate material resides on the device, or the student has violated the CCA policy.

When laptops are not in use during the school day, they should be stored in the carrying case and kept in a secured location.

Possible Infractions and Consequences for Misuse:

The use of electronic information resources and the electronic device is a **privilege**, not a right and may be revoked or limited at any time. The school administration reserves the right to address any incidents involving the use of the electronic device on a case-by-case basis.

Possible infractions include, but are not limited to, the following:

- Anything illegal or against local, state, or federal laws
- Viewing, storing, sharing, accepting pornographic material
- P2P file share of any sort (LimeWire, BearShare, BitTorrent)
- Changing the configuration of the laptop, installing or removing software/hardware without consent
- Physically altering the laptop or attempting self-repair
- Using inappropriate material including, but not limited to, guns, weapons, pornographic material, inappropriate language, alcohol, drugs, and gang related symbols or pictures as screen-savers
- Cheating through the use of the laptop
- Cyber-bullying or harming others through the use of the laptop or the school's network
- Recording (audio or video) others without their permission
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Failing to report such incidents in a timely manner will also be considered a violation
- Repetitive classroom or out of the classroom infractions involving the laptop as established by the School administration or classroom teacher

Possible consequences include, but are not limited to, the following:

- Demerits
- Parent Conference
- Loss of use of the laptop completely or limited to use while on school grounds only
- Suspension or Expulsion
- Report to local law enforcement



Student/Parent Responsible Use Policy and Contract

Please complete it and return it to the school office.

No laptops will be issued without a signed Contract.

I/We have read and understand the Student/Parent Responsible Use Agreement and Contract.

I/We have read and understand the expectation for taking care of the laptop.

I/We have read and understand the possible violations to the agreement and consequences.

Your signature indicates that you agree to abide by the conditions and guidelines established herein.

Student Name (Please Print): _____

Parent/Guardian Name: _____

Student Agreement

I have read, understand, and agree to abide by all of the provisions of the Responsible Use Policy and Contract.

Student Signature: _____ Date: _____

Parent Agreement

As the parent/guardian of this student, I have read the Responsible Use Policy and Contract. I understand that this access is designed for educational purposes. I also accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use electronic information resources. I agree to be responsible for all costs associated with participation and for all costs of lost or stolen equipment as indicated by the signing of the Student/Parent Responsible Use Policy and Contract documents.

Parent/Guardian Signature: _____ Date: _____