



Anderson Creek Academy Internet/Computer Student User Agreement for remote/e-learning Digital Citizenship/Parent Permission/Acceptable Use



A Chromebook will be assigned to your child to be used at home. The child will be responsible for the use and care of the device while in the child's possession.

The goals of this instructional initiative are:

- Increase student engagement;
- Increased student ownership in the learning process;
- Increased ability for teacher to offer differentiated instruction;
- Increased access to real-time data and information;
- Increased opportunities for formative assessment and immediate feedback to better inform instruction;
- Increased understanding of technology skills.

In order for your child to receive and use a Chromebook at home, you and your child must agree to the following conditions:

Each student and parent is asked to read this document and sign the agreement page indicating their understanding of the guidelines and procedures for digital citizenship and the use of the electronic devices and network resources.

Rules and Appropriate Usage:

Anderson Creek Academy encourages the use of one-to-one devices and use of the network, including the Internet, as a tool for research and educational purposes. Chromebooks must be used for the educational purpose for which they are intended. The Chromebooks issued to each student are the property of Anderson Creek Academy. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Before a Chromebook is issued for use, students and parents or guardians will sign this Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form. Students are expected to abide by the following rules and behavior expectations.

Use of Equipment (Hardware and Software):

- School Chromebooks are to be used for research, educational and school related business only.
- The use of the Chromebook must not violate the existing Acceptable Use Policy or the Computer/Internet Ethics section that is currently in the student handbook.
- Chromebooks are assigned to ACA students and are not to be used by any other user that is not a ACA student.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.

- Students may not hide files or activity on the Chromebook.
- Students may only use the Chromebooks assigned to them.
- Students may not share their login and password with other students.

The Network:

- Chat lines, bulletin boards, forums, etc. may not be accessed by students.
- Engaging in online activities that are inappropriate will result in automatic termination of the student's chromebook usage agreement.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Student Handbook.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measure including filtered Internet sites.
- The Anderson Creek Academy network has filtering in place to block inappropriate websites and content. All devices are filtered through the schools IT department.

Privacy:

- **It is a violation to share your Chromebook or your password with anyone else, or to access any account belonging to another student, faculty, or staff.**

Management:

Since the Chromebooks belong to Anderson Creek Academy, the school may monitor all devices and their usage. Anderson Creek Academy also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of Anderson Creek Academy technology devices will result in loss of network/Internet privileges and other consequences as per the Student Handbook.

Responsibilities:

By signing this Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form, students and parents or guardians agree to:

- Accept monitoring of student usage of the Chromebooks at any time, when requested by school Personnel (teachers or administrators). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day.

Student Expectations: As a learner I will:

- Make sure the Chromebook is not used in a careless way or used so that intentional damage could happen.
- Make sure that the chromebook is stored in a safe place when not in use
- Devices must NOT be left unsupervised or in unsecured locations.
- Ensure that when caring for the Chromebook using two hands on each side.
- Make sure that the Chromebook has no items stacked on top of it so that pressure is added to the device.

- Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will only be used for educational purposes as directed by Anderson Creek Academy staff and faculty.
- Do Not write or decorate the Chromebook with any object and will not allow it to be subject to graffiti or defacing.
- Not open sites that are not approved by administration or teachers.
- Keep my personal information to myself and make sure that I do not share that information with others.

DIGITAL CITIZENSHIP: Students understand and agree:

- That the use of digital resources must be in support of education, and the educational mission and core values of the Anderson Creek Academy and abide by all copyright regulations.
- To only use digital resources for instructional purposes, during instructional time, with the permission of the classroom teacher.
- To 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 commercialism, unethical or illegal behavior, racism, sexism, inappropriate language, bullying, or using inappropriate material including, but not limited to, guns, weapons, inappropriate language, alcohol, drugs, and gang related images.
- To not submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, threatening, racially offensive, cyber bullying/bullying, or illegal material. Student(s) and Parents need to be aware that files created using Chromebooks are stored on school servers and are not private.
- To not reveal home addresses, birth dates, personal phone numbers, or other personal information on public web posts.
- To not share my username and password with anyone without explicit authorization from Anderson Creek Academy's personnel and/or to not intentionally log in as another student to access resources and/or cause disruption to network services (hacking).
- To not use Anderson Creek Academy's resources for the purpose of cheating.
- To not record and/or post images, audio, or video of others without their permission.
- That some web-based, educationally approved applications may require creation of individual accounts, including but not limited to email services, blogs, wikis and other educational social networking tools.
- To treat web-based spaces as classroom spaces; language that is not appropriate for class is not appropriate for your web-based communication.

Parents/guardians and students understand and agree:

- Parents are responsible for overseeing their student's use of the Internet and school approved sites while the student is at home.
- Students/Parents are expected to abide by Anderson Creek Academy's Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form
- Failure to abide by this agreement could result in disciplinary action.

POSSIBLE CONSEQUENCES FOR MISUSE

The use of electronic information resources and electronic devices at Anderson Creek Academy 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 electronic devices, Internet, and network resources on a case-by-case basis. Possible consequences include, but are not limited to, the following:

- Parent conference.
- Limited use and/or loss of use of the device or Internet.
- Re-imaging of the device, which could result in loss of student files.
- Detention, suspension or expulsion.
- Reporting of the incident to local law enforcement.
- The school administration holds the right to issue disciplinary consequences based on school rules and/or policies.
- If damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook for the 2019-2020 school year which are listed below:
 - 1st incident of damage not covered under warranty - \$50.00
 - 2nd incident of damage not covered under warranty - \$100.00
 - 3rd incident of damage not covered under warranty - Total cost of repair OR total device replacement cost (about \$200) if the damage is not repairable for less than the replacement cost
 - Loss due to student negligence - Total device replacement costs (about \$200)

PRINT THIS FORM AND SIGN BEFORE PICK UP IF POSSIBLE
(2 pages)

Please Sign the attached page with your student and return to the teacher only the back page of this document. A signed page should be filled out for each student.

**Anderson Creek Academy Digital Citizenship/Acceptable Use Policy/
Student User Agreement/Parent Permission for at remote/e-learning usage**

Your signature, as a student and as a parent or guardian indicates that you agree to abide by the conditions and guidelines referenced in this Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form:

Students/Parents have read and understand:

- The expectations for care of school resources.
- The expectations for good digital citizenship.
- The possible consequences (although not limited to those identified).

Student Name(s)

(Please Print): _____ **Grade:** _____

(Please Print): _____ **Grade:** _____

(Please Print): _____ **Grade:** _____

(Please Print): _____ **Grade:** _____

Parent(s)/Guardian Name:

Home Address:

City: _____ State: _____ Zip: _____

Contact Information: Email: _____

Phone: _____

Homeroom Teacher(s): _____

PRINT THIS FORM AND SIGN BEFORE PICK UP IF POSSIBLE
(2 pages)

STUDENT AGREEMENT I have read, understand, and agree to abide by all of the provisions of the Anderson Creek Academy' Student/Parent Technology and Digital Citizenship agreement.

Signature _____ **Date** _____

PARENT AGREEMENT As the parent/guardian of this student, I have read, understand, and agree to abide by all of the provisions of the Anderson Creek Academy's Students/Parents Technology and Digital Citizenship agreement. Check the boxes below to indicate your acceptance of these terms and conditions.

- I agree that my student can use the school devices and will follow this agreement.
- I also agree that my student can use the Internet and agrees to follow the Acceptable Use Policy/ Student User Agreement.
- I grant permission for my student (or his/her teacher, as applicable) to create individual educational web resource accounts.

Parent/Guardian

Signature _____ **Date** _____

FOR OFFICE USE ONLY Device Type (Chromebook, calculator, Laptop, etc.) Serial Number
School Tag Accessories (power cord, case, etc.)
Teacher Initials _____