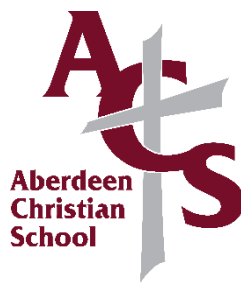


Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_



## STUDENT TECHNOLOGY EQUIPMENT USE AGREEMENT

The use of portable electronic devices (e.g. laptops, cell phones, tablets, smart watches, headphones) is now part of daily life for most students. Our school uses some of these electronic devices such as computers, laptops, and/or personal cell phones in the classroom to enhance academic achievement and help motivate students. **To maintain a productive learning environment and protect our equipment, proper use guidelines and practices for these devices must be established, followed and monitored.**

All parents/guardians and students must sign this *Student Technology Equipment Use Agreement* prior to students being permitted to use/access technology and online resources at school. The purpose of this agreement is to:

- Ensure students and parents/guardians are aware of the conditions under which students are permitted to use technology/equipment;
- Outline expectations and responsibilities of students and define appropriate vs. inappropriate use of technology/equipment.

We ask parents and guardians to discuss these regulations and the proper use of technology with their children. Thank you for your support.

### Cell Phone/Smart Watches Use & Guidelines

- Students are permitted to bring a personal cell phone on school grounds;
- All students will turn in their cell phones and smart watches to the designated classroom check in areas at the beginning of each class, ensuring their phones and watches are silenced or turned off during class time as not to disturb instructional time. Students may retrieve their cell phones when the bell rings at the end of class;
- Students may use cell phones during the lunch hour. *ACS is not responsible for monitoring cell phone use during this time. Parents are encouraged to communicate acceptable use of cell phones during school with their child(ren);*
- In-class use of cell phones will only be permitted with verbal permission from the teachers during that particular class. In these instances, students may only use their cell phones during the time permitted for research, looking up assignments, etc. and must return their phones to the storage pockets once that assignment is done.
- Students are responsible for their own mobile devices. ACS is not responsible if a personal device such as a cell phone/iPad/watch is lost, stolen or damaged;
- Immediate reporting of safety concerns, inappropriate behavior or misuse of personal devices is expected for the safety of all students;
- Students will be expected to keep usernames and passwords private and respect the privacy of others;

(continued...)

**The following is not permitted in regards to cell phones:**

- Attempting to gain access to someone else's information or account without permission;
- Sharing or posting personally identifiable information (such as phone numbers or addresses) online;
- Engaging in activity which may be considered to be bullying or intimidation of others or engaging in activity which is disruptive to the school environment;
- Taking, moving or misplacing other student's personal devices without their consent;
- Using personal devices outside of the parameters the school has set in place for use;

## Computer/Laptop Guidelines & Procedures

Students will abide by the following guidelines and procedures when using school computers/laptops:

- Laptops must be personally checked out to each individual, prior to use.
- Laptops are to be returned and checked in to the classroom teacher at the end of the class period. Students may not take them from class to class, as they need to be available for other students/classes;
- Laptop Check Out/Check In:
  - Students will write their name, laptop number, date and time of laptop checkout on the sheet provided on the laptop cart.
  - Students may take the laptop they check out to their designated study hall rooms
  - Students will return the laptops to the laptop cart and check it back in with the teacher at the end of the class period.
- Computers will only be used with permission and under the supervision of a classroom teacher;
- Students may lose computer/laptop privileges if:
  - There is improper care/misuse
  - Student fails to check in/check out properly
  - Student is caught gaming, or downloading without staff authorization
- Students will protect computers and laptops by keeping all food and liquids away from it and will transport them with care to avoid damage;
- Students will be held responsible to fix and/or replace damaged or broken computers or laptops if neglect or improper use, resulting in damage, occurs.

**The following is not permitted in regards to computers/laptops:**

- Passing off their laptop to someone else or asking someone else to return it;
- Gaming or downloading games;
- Downloading programs of any kind without proper permission from teachers or staff;
- Attempting to fix or remedy a device if it is having problems. Students will immediately stop using the device and ask a teacher/staff for help;
- Removing the hard drive and/or modifying the computer's operating system in any way;
- Removing the barcode label or marking the devices in any way with markers, stickers, scratches, engravings, etc.;
- Taking ACS laptops out of the school building.

### **Monitoring and Access**

Staff may access student accounts (JMC, shared network, online classroom resource accounts, etc.) provided by the school and/or teacher for review purposes, to maintain system integrity, and to ensure students are using the system responsibly and safely.

*(continued...)*

# Student/Parent/Guardian Agreement

- I have read the ACS Student Technology Equipment Use Agreement;
- I understand that my student may lose his/her technology equipment privileges or receive disciplinary action as a result of inappropriate behavior, damage, neglect, or loss;
- I understand not all information on the Internet is true and accurate, therefore I will learn to assess the information that I find;
- I understand that ACS uses a web filter to safeguard students and staff from inappropriate content, but that may not always be possible to block inappropriate content;
- I will not further search for or distribute inappropriate content;
- I will follow all school guidelines and procedures regarding responsible use of technology;
- I understand I am responsible for any actions performed on the computer while I am logged on, therefore **I will always log out when finished on the computer or when I am away from the workstation**
- I understand that we (the student/family) are responsible for any damages to equipment due to neglect, misuse, or abuse. The school reserves the right to charge the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by school administrators.

**Parent/Guardian**-Print your names here:

\_\_\_\_\_

\_\_\_\_\_

Signature:

\_\_\_\_\_

\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

**Student**-Print your name here:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:\_\_\_\_\_