

# Technology & Chromebook User Agreement

## 2017-2018 School Year

Please read all sections of this document carefully prior to signing.

STUDENT'S NAME (PRINTED): \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT / GUARDIAN NAME (PRINTED): \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

This User Agreement must be completed by both the Student and parent in order for a Student to gain access to a Student account on the @suncoastacademy.org domain, Chromebooks and the Sarasota Suncoast Academy (SSA) network.

The Student and Parent(s), in consideration of being provided with a Student account on the @suncoastacademy.org domain, permitted to use the network while a Student is at SSA, and a Chromebook for school use hereby agree as follows:

### 1. Term

- a. Student's rights to use and possession of the Chromebook and account terminates upon Student's withdrawal from school, unless earlier terminated by SSA.
- b. The Chromebook must be returned to SSA at least annually for maintenance and inventory.
- c. SSA may require an update to this agreement, and execution of such update by Student and Parent is required as a condition for Student's continued use of the Chromebooks and accounts.

### 2. Equipment

- a. SSA retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document.
- b. Efforts are made to keep configuration amongst all Chromebooks uniform, including power adapters, memory, peripherals, and storage. SSA will retain records of the serial numbers of provided equipment.
- c. In the event a Chromebook is inoperable, SSA has a small number of loaner machines while the Chromebook is being repaired; however, SSA makes no guarantee that a loaner will be available at all times. A Student may not opt to keep a broken Chromebook.
- d. Aligned with Responsive Classroom approaches, Students are responsible for bringing their Chromebooks to school daily. Should a Student neglect to bring his or her Chromebook to school, a replacement will not be provided.

### 3. Damage or Loss of Equipment

- a. The Student is responsible for maintaining a working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged.
- b. SSA reserves the right to charge the Student and Parent the full cost for repair or replacement when the damage occurs due to gross negligence as determined by the School Principal. Examples of negligence include, but are not limited to:
  - Leaving equipment unattended
  - Failure to follow Care Procedures (outlined below)
  - Lending equipment to others other than one's parents / guardians
  - Using equipment in an unsafe environment (boat, in the rain, etc...)
  - Using the equipment in an unsafe manner

Student Initials \_\_\_\_\_ Parent/Guardian Initials \_\_\_\_\_

- In addition, if a Student damages their Chromebook three times due to misuse (cracked screen, keyboard damage, etc...) the school reserves the right to review additional issues on a case-by-case basis. This may result in revocation of the Student's Chromebook or fiscal responsibility for repair costs.
- c. Responsibility for Loss: In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of a replacement according to the following schedule:
  - Loss occurs within one calendar year of initial issue – 90% of full replacement cost
  - Loss occurs within two calendar years of initial issue – 80% of full replacement cost
  - Loss occurs within three calendar years of initial issue – 65% of full replacement cost
  - Loss occurs within four calendar years of initial issue – 50% of full replacement cost
  - Loss occurs within five calendar years of initial issue – 35% of full replacement cost
- d. Action Required in the Event of Damage or Loss: Report problem immediately to Director of Technology or School Principal. If the Chromebook is stolen or vandalized, the Parent shall file a police report. The filing of a police report does not absolve the Parent of the responsibility of reimbursing SSA according to the above schedule.

#### 4. Standards for Proper Chromebook Care and Use

- a. Students are expected to follow standards outlined below and take any additional logical precautions to protect your machine.
  - Treat the machine as it were your own
  - Bring the Chromebook and charging unit to SSA every school day
  - Keep the machine secured or within your sight at all times
  - Avoid leaving the Chromebook in environments with excessively hot or cold temperatures
  - Only you, your parents or guardians may use the Chromebook.
  - Back up your data
  - Keep food and liquids away from your Chromebook.
  - Promptly report any problems to your teacher
  - Do not force anything (connections, popped off keys, DVD / CDs)
  - Chromebooks are not to be personalized in any way; Students are not to affix any stickers, labels to the machine, even if temporarily
  - Always completely close the lid and wait for Chromebook to enter Sleep mode; be sure to remove pens or pencils from the area before closing the lid
  - Avoid overstuffing your pack – extreme pressure on the Chromebook can cause permanent damage to the screen and other components
  - Handle the computer by the base; grabbing or squeezing the Chromebook by the screen can cause damage
  - Create a routine at home whereby you charge Chromebook overnight
  - Avoid extended use of the Chromebook resting directly on your lap as the machine does generate heat and therefore could cause injury
  - Take frequent breaks and alter your physical position to minimize discomfort

#### 5. Responsibility for Electronic Data:

- a. The Student is solely responsible for any and all data stored on their computer account. It is the sole responsibility of the Student to back up such data as necessary. By signing this Agreement, Students and Parents acknowledge that SSA has no liability or responsibility for loss of data or files stored on the device rather than the Student accounts.
- b. It is understood that SSA will be generating Student accounts under the domain of @suncoastacademy.org. As a school issued account, there should be **no expectation of privacy**. At any given time, a Student account may be monitored to ensure compliance with the User Agreement.

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**6. Computer Use and Conduct Standards:**

- a. SSA staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete any file such as documents, photographs, videos, etc... and any installations such as software, hardware, widgets, etc...
- b. SSA is committed to compliance with safe use of technology such as computers and the internet, in accordance with the Children's Internet Protection Act (CIPA). Accordingly, SSA has developed Computer Use and Conduct Standards. The primary goal of SSA's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply.
  - The limited supply of bandwidth requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment.
  - *Network Resources* refers to all aspects of SSA's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of SSA's Network Resources whether this access occurs while on or off campus.

**7. Prohibited Use- Students may not use Network Resources:**

- a. to violate the Student Conduct Code of SSA or the **School Board of Sarasota County**, including without limitation, those prohibitions on bullying and cyberstalking,
- b. to create, send, access or download material which is threatening, prejudicial, obscene, abusive, demeaning, racially offensive, profane, illegal, hateful, harassing, sexually explicit, or that which promotes substance use;
- c. to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users.
- d. to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others — if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- e. to alter, add, or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- f. to conduct any commercial business or political activity;
- g. to conduct any illegal activity (this includes adhering to copyright laws);
- h. to access the data or account of another user (altering files of another user is considered vandalism);
- i. to override Internet filtering technology or software on Network Resources;
- j. to install any software onto SSA computers; to copy SSA school software (copying school-owned software programs is considered theft).
- k. give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- l. give password(s) to anyone;
- m. post anonymous messages or forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

**8. Copyright Infringement and Plagiarism**

Student agrees to abide by all patent, trademark, trade name, and copyright laws. Copyright infringement happens when one inappropriately copies someone else's work that is protected by copyright. If a Student is unsure if something can be legally copied or not, the Student should request permission to copy from the copyright holder or seek assistance from a Teacher. Students and Parents are responsible for any copyright penalties committed by Student while using the school network. Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited. Teachers may use an anti- plagiarism site to check Student work.

**9. File Sharing and File Sharing Programs**

The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the School Principal or Director of Technology.

**10. Discipline**

Any Student who violates these standards will be subject to disciplinary action. Consequences may range from parental contact to suspension and/or expulsion. Serious or repeated violations will result in the Student's use of technology restricted or revoked.

**11. Legal Issues and Jurisdiction**

SSA owns and operates the equipment and software that compose our Network Resources. SSA is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of Network Resources is prohibited. All content created, sent, accessed or downloaded using any part of SSA's Network Resources is subject to the rules stated in this Agreement. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. You are subject to school disciplinary action depending upon the nature of these incidents. As the owners of our Network Resources, including email system, SSA reserves the right, if needed, and at its discretion, to remotely access, to open, examine, and/or delete electronic files that violate this Computer Use and Conduct Standards. **Files that are created or modified using the school network software are not private and are subject to search.**

**12. Disclaimer**

While SSA employs Internet filtering technology over Network Resources, such Internet filtering technology may not filter all objectionable material. Outside school, SSA does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to Students accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Sarasota Suncoast Academy. While SSA's intent is to make Internet access available for educational goals and objectives, Students will have the ability to access other materials as well. At SSA, we expect Students to obey the Computer Use and Conduct Standards when using the Internet. Students found in violation of the standards will be disciplined. In addition, SSA Students take full responsibility for their access to SSA's Network Resources and the Internet. Specifically, SSA makes no warranties with respect to school Network Resources nor does it take responsibility for:

- a. The content of any advice or information received by a Student.
- b. The costs, liability or damages incurred as a result of access to school Network Resources or the Internet; any consequences of service interruptions.

**This agreement must be completed prior to Student access to school created accounts and Chromebooks.**

**I have read all of the information provided and understand that if I violate the above user agreement, I will lose the privilege of being connected to the network resources and access to school created Student accounts.**

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**I have read all of the information provided and understand that if my son or daughters violates the above user agreement, he/she will lose the privilege of being connected to the network resources and access to school created Student accounts.**

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**Approved By:** \_\_\_\_\_  
**Staff Signature** **Date**

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