

Ashford School 1:1 Laptop Program Acceptable Use Policy/Agreement

Introduction:

Ashford School has introduced a 1:1 (one-to-one) technology program for students in grades 6, 7 and 8. This means that we are providing each student with a laptop computer to support their learning and prepare them for success in this digital age. This Acceptable Use Policy/Agreement includes the terms that students and their parents/guardians must agree to as participants in this program. If, after reading this agreement, you have any questions and/or concerns, please direct them to your student's homeroom teacher or to the main office.

General Terms and Conditions:

The guidelines below highlight our expectations for students participating in this program so everyone is aware of the responsibilities that are expected when using a district-owned laptop. In addition to the conditions below, students are expected to follow all school rules, the *Ashford School Student-Parent Handbook*, and to exercise judgment and common sense while using their laptop. Prior to being issued a laptop, parents/guardians must sign the letter provided at the beginning of the school year, that they have read the *Student-Parent Handbook* and this *Acceptable Use Policy/Agreement*. Students failure to follow these terms and conditions may result in disciplinary action, loss of technology privileges, and/or financial and/or legal responsibility as defined below.

Terms and Conditions of the 1:1 Laptop Program:

This laptop computer is the property of Ashford School. School officials reserve the right to take back the laptop or to place additional restrictions on the laptop at any time, without prior notice. By accepting and signing this form to use an Ashford School laptop, students and their parents/guardians are agreeing to the following:

- Students are representing Ashford School while using their laptop and will be held to the terms and conditions in the *Student-Parent Handbook* and this *Acceptable Use Policy/Agreement*.
- Although Ashford School does not endorse the use of the laptop by other family members, it acknowledges that some use may be necessary for homework/assignment purposes. In this case, families acknowledge that anyone other than the student using the laptop, falls under the same expectation of use as the student and any damages remain the student's responsibility.
- Intentionally causing damage to a school provided laptop will result in disciplinary action and may include financial liability on the part of the parent/guardian.
- Students will exercise caution and care in handling their laptop to avoid loss or accidental damage.
- The student will not loan the laptop to anyone, including other Ashford School students.
- Parents/Guardians are responsible for making sure Internet usage meets the following terms:
 - Students will not intentionally seek inappropriate content on their school provided laptop.
 - Ashford School cannot guarantee the security of Internet content when it is not on the Ashford School network. Use of this laptop to access other networks (home, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. Therefore, students should always be supervised when using their laptop.
 - The student and their family will hold Ashford School and its employees harmless for any negative result of off-campus Internet activities on their laptop.
 - Should the student inadvertently access confidential information on the laptop, they must immediately report it to administration or the IT department.

- Ashford School, in conjunction with the Connecticut Education Network, has an Internet safety plan in use. Students are expected to notify a staff member if they come across any messages, applications, etc. that are inappropriate, dangerous, threatening, or make them feel in any way uncomfortable. This includes material inadvertently accessed.
- Students who encounter any security problems must notify a teacher or administrator without discussing the issue with other students.
- Laptops are provided for student use while carrying out school assignments and work. Ashford School cannot be held responsible for loss that occurs because of inappropriately used hardware or software.
- Students will not hack.
- Students will not give out personal information about themselves or others without prior approval. This includes, but is not limited to, name, address, passwords, etc.
- Students will not use their laptop for anything illegal or that is in violation of the *Student-Parent Handbook*. They will use their laptops in an ethical manner.

General Care: Student care of their laptop in and/or out of school:

Do not attempt to modify or repair your laptop or its operating system in any way. This includes, but is not limited to, changing the background, passwords, or installing software. Do not decorate your laptop in any way. This includes, but is not limited to, stickers, markers, paint, etc. Do not open the laptop housing.

Carrying the Computer:

Keep the top closed when transporting it between surfaces (desks, tables or counters). Each student will be assigned a case for the laptop. Laptops should always be transported in these cases (do not overfill the cases, as this will result in scratches or screen damage). Always place the laptop gently onto surfaces. Students will not leave their laptop unattended in any public space.

Caring for the screen:

Be careful with the screen - it is very fragile. Avoid grabbing the screen of the laptop with any force, especially at the top. You may clean the screen using only an approved cloth, similar to the cloth that you'd use to clean a pair of eyeglasses. You may not use any sprays, glass cleaners, soaps, or any other material without prior approval of the IT Department. Never sit, lean or put pressure on your laptop as that will likely cause it to break. Avoid touching the screen with your fingers or other objects.

Daily Logistics:

- At school, your laptop should remain in your immediate vicinity, locked in the assigned computer cart or another secure location, as specified by your teacher or administrator.
- You are responsible for the security of your laptop when it is outside of an approved secure location.
- Never leave your laptop in a public space.
- Do not leave your laptop in a vehicle unattended or in areas of extreme heat/cold.
- Do not place your laptop around any liquids. Do not eat or drink around your laptop.
- Students will receive a laptop orientation each school year to review guidelines of acceptable use and to introduce classroom specific procedures.
- For the 1:1 program to be a success, you need to be aware of your surroundings. If you see an "unattended" laptop, please bring it to the main office or a secure location.
- Avoid rough play behavior around computers. Tell a teacher if you see someone using his or her laptop in an unsafe manner.

Maintaining the Battery:

Laptops are to be kept in a charging cart at school when possible. When laptops remain in school overnight, they should be plugged into a charging cart. When you plug in your laptop at home or outside of the carts at school, be mindful that your cord does not cause a trip hazard. Remember to keep your laptop charged and ready to use at all times.

Technology Laptop Repairs and Troubleshooting:

Ashford School has a Mac Expert who is trained to handle repairs of any kind that the laptop may need. The student should immediately report any problems with their laptop to their teacher, who will in turn report the issue to the Mac Expert. Students and family members are not authorized to make any repairs or changes to the laptop.

Return of Laptop and/or Termination of Agreement

If, at any time during the year the student violates the terms and conditions under which the laptop was provided, the administration will take appropriate action. The administration’s action could range from temporary suspension of use of the laptop, the loss of computer use privileges, and/or parental/guardian responsibility for the cost of repairs. If withdrawing from Ashford School, laptops must be returned and a receipt will be provided.

Turn in Policy:

Students will be required to turn in their laptops, including chargers and cases, at the end of each school year. The Principal and IT Department will establish turn in dates each year. Students should be aware that any data on laptops will be lost. It is recommended that students back-up their important documents and data to a thumb drive.

Procedure for Lost/Stolen and Damaged Laptops:

Parents/Guardians are asked to notify the school and complete a form if the laptop is lost/stolen or damaged. Depending on the circumstances, the Parent/Guardian may be asked to share the cost of repair or replacement.

By signing this Acceptable Use Policy/Agreement you are agreeing to its terms and conditions, including allowing your student to take the laptop home.

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date _____